

Elementary School Principal

Purpose Statement

The role of the Elementary School Principal is to direct the instructional process by overseeing site operations, services, and staff. The Principal provides instructional leadership, enforces policies and regulatory requirements, coordinates school activities, and addresses campus issues.

Supervisory Relationship

Reports to: Assistant Superintendent of Elementary Schools

Essential Functions

- **Meeting Facilitation:** Chair and facilitate meetings (e.g., curriculum, safety, site advisory) to coordinate activities and ensure outcomes align with school, district, and state objectives.
- **Data Analysis:** Collect and analyze data (e.g., building records, assessment results) to identify goals, assess effectiveness, and promote organizational learning.
- **Financial Management:** Develop budgets and financial forecasts to provide guidance and recommendations to administrative personnel, the Superintendent, and the governing Board.
- **Personnel Evaluation:** Evaluate assigned personnel to ensure standards are met and performance is maximized.
- **Communication:** Facilitate communication among personnel, students, and parents (e.g., PTO, staff meetings) to foster productive involvement, solve problems, and resolve conflicts.
- **Policy Implementation:** Implement policies and procedures related to school climate, curriculum, and pedagogy to ensure a child-centered vision of high-quality education.
- **Administrative Management:** Manage school functions (e.g., facility maintenance, budget, staffing) to maintain safe and efficient operations within district guidelines.
- **Classroom Observation:** Observe classroom instruction to evaluate curriculum implementation, instructional techniques, and classroom management, maximizing student learning.
- **Documentation:** Prepare and maintain materials (e.g., reports, student activities) to document activities, provide written references, and convey information.
- **Continuous Improvement:** Promote a culture of continuous improvement and shared accountability among colleagues, students, and the school community.
- **Community Representation:** Represent the school in community forums to maintain support for educational goals and address school environment issues.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects.
- Using pertinent software applications.
- Preparing and maintaining accurate records.
- Administering personnel policies.
- Data use and analysis.
- Working collaboratively and creatively solving problems.

Knowledge

- Understanding algebra and geometry.
- Reviewing and interpreting technical information.

- Writing technical materials and speaking persuasively.
- Familiarity with codes, policies, regulations, and laws.
- Conflict resolution and bookkeeping principles.
- Management and supervision concepts.
- Understanding change processes and leadership for system improvements.

Abilities

- Schedule multiple activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and flexibly with diverse individuals and groups.
- Analyze data and solve problems using defined processes.
- Communicate effectively with diverse groups.
- Maintain confidentiality and set priorities.
- Work as part of a team and adapt to changing priorities.
- Lead and motivate staff and create a positive school climate.

Responsibility

Work independently under broad guidelines to achieve unit objectives. Manage multiple departments and direct the use of budgeted funds. Utilize resources from other work units. Impact the organization's services significantly.

Work Environment

Physical activities include occasional lifting, carrying, pushing, and pulling, as well as stooping, kneeling, crouching, and crawling. Significant fine finger dexterity is required. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations with some exposure to risk of injury and illness.

Experience

Job-related experience within a specialized field is required.
Three years of administrative experience preferred.

Education

Master's degree in a job-related area.

Certificates and Licenses

A Level EP01 Elementary Principal Credential.
A valid North Dakota Teaching Certificate.

Continuing Education/Training

Maintain Certificates and/or Licenses

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Exempt

Salary Grade

Elementary Principal (11 months)

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.