

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Principal - Elementary  
**Reports To:** Superintendent of Schools

#### **SUMMARY**

Assists the Superintendent in the effective and efficient management of the assigned school.

#### **QUALIFICATIONS/REQUIREMENTS**

The Principal shall have completed a Master's Degree in Education and shall hold a valid Missouri Principal certificate for an accredited school district. Three years of prior administrative or supervisory experience is desired.

#### **ESSENTIAL JOB DUTIES**

- Assumes responsibility for the implementation and observance of all Board policies and administrative regulations by the school's staff and students.
- Cooperates with appropriate members of the central administrative staff in school problems relating to general management functions of the total school district.
- Confers with the Superintendent, as needed, concerning the school's activities and special problems.
- Makes recommendations concerning the school's administrative procedures and program of instruction.
- Develops and implements an annual school improvement plan aligned with the district CSIP, focused on student achievement and measured with data.
- Develops short-range and long-range building plans consistent with district planning.
- Supervises the preparation of reports, and other paperwork required or appropriate to the school's administration.
- Supervises the requisitioning, receiving and distributing of supplies, textbooks, and equipment, and keeps an accurate record of supplies, textbooks, and equipment.
- Coordinates the development of the school building budget and monitors expenditures of funds.
- Clearly delineates responsibility and authority at the building level, and utilizes staff members efficiently.
- Supervises the operation of the total school program in the building.
- Delegates appropriate authority to building personnel.
- Effectively Implements and monitors approved curriculum guides.
- Conducts staff meetings to keep members informed of changes in policy and/or procedures.
- Evaluates the instructional program in a systematic manner, and uses the results to plan program improvements.
- Organizes grade level or departmental faculty meetings.
- Works cooperatively with District administrative staff to monitor special education programs within District guidelines.
- Assists the Superintendent in the selection of the schools assigned staff.

**ESSENTIAL JOB DUTIES (cont'd)**

- Evaluates all assigned staff members according to Board policy and district procedures. Identifies and communicates the strengths and weaknesses to assigned staff members.
- Works to improve classroom instruction, student/teacher rapport, discipline, and attitudes and relationships through observation and conferences.
- Develops an efficient master schedule for the school observing the limits set by the Superintendent.
- Supervises the preparation of teacher handbooks and student handbooks.
- Maintains accurate, complete, and confidential pupil records.
- Assumes responsibility for the attendance, conduct, and health of students.
- Maintains high standards of student conduct and enforces discipline, as necessary according to District policy.
- Supervises a well-balanced program of student activities.
- Attends special school events, and provides for adequate administrative supervision of school-sponsored activities.
- Acts as liaison between the school and the community.
- Works to present the school program to the community in a variety of ways.
- Uses the school handbook, building newsletter, and special bulletins to inform patrons and members of the community about school programs, calendar, and policies.
- Prepares and implements plans for emergency situations.
- Assumes responsibility for the safety and appearance of the school plant.
- Cooperates with support staff personnel in conducting effective maintenance, custodial, food service, and transportation service programs.
- Assures administrative representation at all meetings of parent support groups of the local school.
- Assumes responsibility for any actions proposed by parent support organizations, subject to normal appeal processes.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as dictated by law or assigned by the Superintendent of Schools.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Principal shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.

Revised 02/02/23