



## JOB INFORMATION

**TITLE:** Elementary Principal

<b>EMPLOYEE GROUP:</b>	Administrative	<b>ADDITIONAL JOB CODES:</b>	105
<b>SHIFT:</b>	Per ACT93 Agreement		
<b>TERM OF EMPLOYMENT:</b>	Full Time, 232 Days		
<b>HOLIDAYS:</b>	As Per School Calendar		
<b>LOCATION(S):</b>	Elementary School		
<b>RATE OF COMPENSATION:</b>	Per Contract		
<b>FSLA:</b> Exempt X	Non-Exempt		
<b>Last Edited On:</b>	09/25/2017	<b>Board Approval Date:</b>	10/16/2017

## ORGANIZATION

**DEPARTMENT:** Administration

**REPORTS TO:** Assistant Superintendent

## JOB SUMMARY

### QUALIFICATIONS

Possess an Administrative I or II certificate as a Principal as validated by The Pennsylvania Department of Education.

### SCOPE OF RESPONSIBILITIES:

1. Curriculum and Instruction
2. Student Services
3. Supervisory/Personnel
4. Administration

## ESSENTIAL FUNCTIONS

### CURRICULUM/INSTRUCTION

- a. Assist in the preparation of in-service programs.
- b. Work with the Director of Curriculum and Instruction in developing the instructional program.
- c. Serve in a leadership role in the development of school philosophy and programs.
- d. Collect and report data relating to student achievement and curricular initiatives to assist in guiding daily instruction.
- e. Review teacher lesson plans on a regular basis.
- f. Give first approval of elementary field trips and environmental projects.
- g. Periodically check teacher grade books and reporting systems.

- h. Develop consistent support programs both during and after school hours that enhance learning and student achievement.

### **STUDENT SERVICES**

- a. Oversee the attendance and conduct of students in the building(s).
- b. Prescribe regulations for the conduct of students in school and to and from school.
- c. Report to the Home and School Visitor all truants or suspected truants.
- d. Address transportation concerns as they apply to students in their school.
- e. Notify the District transportation office concerning all student withdrawals, additions and bus suspension.
- f. Monitor the health and welfare of the children and staff assigned to the building(s).
- g. Supervise the building Special Education program as specified by District and State guidelines, to include acting as the LEA in student IEP's/MDE's and re-evaluations.

### **SUPERVISORY/PERSONNEL**

- a. Provide supervision and instructional leadership to all staff.
- b. Supervise all professional and non-professional staff within the building.
- c. Work in conjunction with the Director of Curriculum and Instruction and Assistant Superintendent in providing continual opportunities for the professional development.
- d. Prepare a rating of each temporary professional employee semi-annually and all professional employees annually.
- e. Assist in the assignment of substitute teachers from the District's approved list.
- f. Take an active role in the screening and interviewing of applicants for employment within the buildings.
- g. Develop and implement a comprehensive schedule for all students and staff that includes scheduling classes, special events, special education services, staff duties, lunches, transportation, etc.
- h. Provide initial approval or denial of teachers' requests for professional or personal leave or other release from duty.
- i. Act on grievances submitted by the staff in the buildings as specified in the District contract.

### **ADMINISTRATION**

- a. Investigate complaints by students, teachers, parents, and the public.
- b. Prepare and adjust teacher and student schedules and assignments.
- c. Attend professional and principals' meetings.
- d. Participate in the planning and/or conducting of teachers' meetings for administrative purposes.
- e. Inspect the school plant for proper health and safety standards and report plant defects and safety hazards to the proper authority.
- f. Be responsible for requisitioning supplies, textbooks, equipment, and materials necessary to the operation of the school.
- g. Monitor bus evacuation drills, fire drills, emergency drills, the school patrol program, cafeteria operation and building maintenance.
- h. Be responsible for scheduling assembly programs.
- i. Conduct staff meetings in the building as needed.
- j. Be responsible for completion and submission of district and state reports.
- k. Interpret school policies and procedures to the staff.
- l. Report all accidents involving injury on the designated form to the Superintendent of Schools.

- m. Maintain active and accessible forums of communication to create solid relationships with all sectors of the community. Attend school district events, athletic events, concerts, committee meetings, school board meetings, various events, etc.
- n. Supervise, prepare or direct public relations releases concerning the school.
- o. Take an active interest in professional organizations and promote professional improvement.
- p. Conduct parent/personnel conferences when necessary.
- q. Monitor parent-teacher organizations.
- r. Assist with scheduling of school facility utilization.
- s. Work cooperatively with the Head Custodian and Building and Grounds Manager to insure that all facilities are maintained in proper order.

#### **MISCELLANEOUS RESPONSIBILITIES**

- a. Perform other duties as directed by the Assistant Superintendent or Superintendent.

#### **WORK ENVIRONMENT**

- a. Office, schools, meeting areas

#### **ATTENDANCE**

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

#### **PHYSICAL DEMANDS**

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for limited periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

#### **SENSORY ABILITIES**

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
- c. Ability to speak clearly and distinctly.

#### **TEMPERAMENT**

- a. Must appropriately handle confidential information as required by State and Federal regulations.
- b. Must be courteous and able to effectively manage people.
- c. Must be able to interact well with various publics and individuals.
- d. Must be able to work as a manager and member of a team.
- e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

#### **COGNITIVE ABILITY**

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.

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- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

### **SPECIFIC SKILLS**

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a department with varied changing, service demand.

### **LICENSE**

- a. Valid Driver's License

### **COMMENTS**

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*