BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

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)

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.