

School District No. 21 of Maricopa County, Arizona
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

TITLE:	ELEMENTARY SCHOOL PRINCIPAL
POSITION GOAL:	<p>The Principal is responsible for providing leadership and administrative skills in promoting the educational development of students at the school unit level.</p> <p>The Principal is responsible for establishing and maintaining favorable relationships with the unit community groups and individuals, fostering understanding and soliciting support for the overall District objectives and administrative guidelines, and discussing and resolving individual student problems.</p>
QUALIFICATIONS:	<p>Graduate of an accredited college or university. Master's Degree or higher. Possession of appropriate Arizona Administrative Certification (Principal or Superintendent). Minimum of three (3) years successful teaching experience. Minimum of three (3) years Administrative experience preferred.</p>
SUPERVISED BY:	Director of Instruction and School Leadership
SUPERVISES:	Every employee assigned to the school
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Observes, supervises, and evaluates the performance of teachers, administrators and classified staff.2. Develops and mentors all staff to ensure optimal leadership growth and capacity.3. Develops and recommends teaching strategies and programs for the improvement of instruction.4. Provides site leadership in the areas of curriculum and instruction.5. Assists and supports teachers in developing and maintaining student discipline and appropriate classroom management; assists and supports teachers and other staff members in matters of student attendance.6. Assists with professional development and the development of strategies and programs involving technology, innovations, content standards, and methodology for the improvement of instruction and student learning.7. Conducts faculty meetings as necessary.8. Ensures the timely development of the master schedule of class offerings, staffing and room assignments.9. Reports to supervisor the case of any employee assigned to a school unit whose service is unsatisfactory and recommends action as appropriate and necessary.10. Stays abreast of modern trends in education through study, observation, school visitations, and attendance at educational conferences.11. Recruits or assists in securing appropriate personnel for all positions assigned to a school unit, maintaining Board and administrative standards as to recruitment procedures and fair employment practices.12. Represents the Superintendent and the District before the public by maintaining close relationships with parents and the community, participating in a communication program that informs the public, school, and District staff, and emphasizing positive public relations through the

organization, attendance, and supervision of various functions.

13. Oversight for the organization and supervision of all school activities, including evening events.
14. Oversight for school safety and responsible for the development and implementation of a site emergency response plan in conjunction with the District plan.
15. Oversight regarding adequate supervision of students in the classroom, in the cafeteria and restrooms, on the campus, and in the surrounding areas.
16. Responsible for all campus operations.
17. Informs and advises the Superintendent about the programs, activities, practices and problems of the unit.
18. Prepares recommendations regarding the annual budget for programs within the school.
19. Informs the Superintendent of all matters concerning the operations of the school which ultimately may require the Superintendent's attention.
20. Continuously encourages students, teachers, and classified personnel to perform to the best of their abilities, in the best interests of students, and to follow best educational practices.
21. Attends meetings of the Governing Board and other meetings as directed by the Superintendent, unless excused for good cause.
22. Maintains educational policies in the framework provided by the Governing Board and the State Department of Education.
23. Assist with the preparation for the Count School Office, the State Department of Education, the Federal Government and all other agencies as appropriate.
24. School population and scholastic records are to be maintained in legally prescribed forms for safeguards for safety of records.
25. Responsible for interviewing and recommending teachers and other personnel to be hired.
26. Works with the District and site testing coordinators to ensure compliance with all testing requirements for state and District End of Course Assessments, etc., as well as analyzes appropriate data to make instructional learning decisions in the best interests of students and community.
27. Manages complex tasks and delegates appropriately.
28. Supports District expectations for student success and works in cooperation with all District administrators.
29. Maintains a welcoming atmosphere for staff, parents, students, and community.
30. Maintains confidentiality regarding student, staff, parent and school issues.
31. Performs responsibilities in an ethical and professional manner.
32. Performs other duties as assigned.

TERMS OF EMPLOYMENT: 10, 11 or 12 months as determined by Governing Board
Salary and benefits at the schedule provided by the Governing Board.

EVALUATION: The Principal will be evaluated by the methods of evaluation prescribed by the school district and established by the Governing Board.