

## **JOB DESCRIPTION FOR ELEMENTARY SCHOOL PRINCIPAL**

### **A. PRIMARY FUNCTION**

The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

### **B. LINE OF AUTHORITY**

Directly responsible to the Board of CSA except in the areas of curriculum and instruction where the responsibility is to the Principal, unless modified by the Board of CSA.

### **C. SUPERVISION OF OTHERS**

Direct supervision over:

1. Licensed Staff
2. Head custodian
3. Head cook
4. Secretarial/clerical staff
5. All regular instructional and other professional staff members assigned to the school.

### **D. AREAS OF RESPONSIBILITY**

In addition to the primary function, the elementary principal shall be responsible for:

1. Developing and administering the general school routine, and coordinate all activities within the school building.
2. Participating in the selection of new teaching and classified personnel.
3. Observing, counseling, and motivating professional staff toward performances to attain the educational goals of the school.
4. Utilizing to the fullest extent possible, all available school facilities, materials, and staff service personnel.
5. Continually evaluating existing programs and practices, curriculum content, and pilot or experimental programs.
6. Maintaining an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students.
7. Maintaining a standard of student behavior designed to command respect and minimize school and classroom interruptions.
8. Resolving student behavioral problems on buses.
9. Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with school goals, subject area specialists, and faculty.
10. Identifying intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents with staff services and special education personnel.
11. Planning and submitting annual budget needs for the building to the Board of CSA prior to April 1 of each year.
12. Maintaining effective communication to keep the staff, students, and parents properly informed.
13. Orienting new personnel assigned to the school.

14. Having school records available and up to date for ready reference and reporting.
15. Planning and conducting faculty meetings as necessary.
16. Interpreting and clarifying relationships between teachers, subject area chairpersons, and specialized personnel in accordance with school policy.
17. Affecting or recommending changes which will lead to improved administration, supervision and opportunity for student development.
18. Making recommendations to CSA board on any matter which will improve the excellence of the school.
19. Actively participating and encouraging staff participation in parent-teacher and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors.
20. Review, authorize, or disapprove Authorizing all professional staff requests for instructional materials and equipment within the approved budget.
21. Authorizing all requests for special pupil transportation needs of the professional staff.
22. Attending professional conferences, seminars, and workshops in education and/or educational administration.
23. Performing all other acts reasonable and necessary to accomplish his/her primary function as requested by the CSA Board.

The Elementary Principal's responsibilities shall include, but not be limited to the following:

- Administer to the requirements of No Child Left Behind and Education Yes
- School Improvement efforts
- Title I Coordinator
- Assist in Grant Applications
- Scheduling
- Testing
- Student Demographics/Attendance/Grades (Computerized)
- Teacher Evaluations/IDPs
- Student Supervision/Discipline
- K-5 Special Education
- K-5 Curriculum

And all other duties as assigned by the Board of CSA.