

PROFESSIONAL STAFF POSITIONS
(Elementary Principal)

Appointment

1. The annual period of service shall be 210 working days.
2. The elementary principal's immediate supervisor is the superintendent of schools.

Duties

1. He/she shall be responsible for the general administration and supervision of the elementary school(s).
2. He/she shall consult with the superintendent concerning important school business for which there is no policy or precedent before making a decision or adopting a course of action.
3. He/she shall administer safety programs in cooperation with community agencies such as the fire department, the police department, the safety council, and civil defense.
4. He/she shall assist the activities director in the organization and administration of the co-curricular program.
5. He/she shall supervise the system of pupil accounting which shall include registration, attendance, tardiness, permanent records, report cards, and any other records.
6. He/she shall be responsible for inventory of books, curriculum materials, equipment, and supplies.
7. He/she shall make recommendations to the superintendent concerning facility problems, building renovations, additions, new equipment, and improvement of grounds.
8. He/she shall submit personnel recommendations with written documentation to the superintendent including employment assignment, and dismissal of personnel.
9. He/she shall organize and plan staff meetings, parent-teacher organization meetings, and other meetings necessary to effectively administer the elementary school.
10. He/she shall in conjunction with the director of instruction assist in the planning, programming, and implementation of the curriculum for the district.

11. He/she shall in conjunction with the director of instruction supervise all standardized testing programs in the building and plan for their subsequent use and followup.
12. He/she shall approve all field trips or excursions conducted by school personnel.
13. He/she shall in conjunction with the staff prepare requisitions for curricular material, supplies, and equipment.
14. For purposes of evaluation and improvement of the teaching process, he/she shall observe the work of teachers in the classroom at least as often as directed by school policy
15. He/she shall supervise parent-teacher conferences and reports to parents.
16. He/she shall supervise and assist in maintaining discipline in his/her school(s).
17. He/she shall make necessary arrangements for supervision of pupils before school, during the noon hour, and after school.
18. He/she shall foster effective and efficient use of all material and equipment in the building.
19. He/she shall supervise the building's lunch program.
20. He/she shall in conjunction with the special services director administer and monitor the special education program within the building.
21. He/she shall utilize various communication tools to inform the public regarding the activities and progress of the elementary schools.
22. He/she shall keep himself or herself informed concerning educational progress by visiting other elementary schools, circulating questionnaires, attending educational meetings, taking part in workshops and short courses, and reading educational literature. Attendance at state, regional, and national conventions is recommended on a rotation basis.
23. He/she shall provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.