

# JOB DESCRIPTION

## Cumberland County School District

### PRINCIPAL - ELEMENTARY

#### Purpose Statement

The job of Principal - Elementary was established for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at an elementary school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students. Including the efficient operations and management of the assigned school in support of the educational responsibility of the local Board of Education.

This job reports to Chief Academic Officer

---

#### Functions

Specific functions may vary widely due to type of school, physical plant, individual managerial, and education philosophy. Principal should be familiar with all functions and be prepared to accomplish them. However, the listing is not considered all-inclusive or restrictive.

- | Responsible for carrying out the education mission of the school system at assigned school.
- | Assumes responsibility for safety, care and up keep of his/her school, keeping in mind the needs of students are above that of the building's maintenance.
- | Encourages PTO and promotes cooperation of teachers and staff with the organization.
- | Keeps the superintendent and his staff continually informed regarding the conditions of the school and its activities by daily observance in classrooms.
- | Assumes responsibility for maintaining good public relations with the community, using the community resources to enrich the learning program.
- | Ensures the assigned school is opened and closed each school day at the hours necessary to support the school's activities.
- | Maintains an open and welcoming door for parents; encourages parent classroom and school visits.
- | Evaluates teachers and other personnel as outlined in state law and Board Policies.
- | Assumes responsibly for the implementation of curriculum for each grade level.
- | Oversees the health and safety of students. Conduct fire drills as outlined by State requirements.
- | Requisitions supplies and equipment and all other materials necessary to operate the school through the office of the Superintendent. Prepare year-end inventory of equipment and submit to the Superintendent.
- | Assumes responsibility for having teachers' meetings, parent-teacher conferences, school activities, and school exhibits as often as needed to ensure a proper learning environment.
- | Ensures the proper care and accounting of all equipment, textbooks, and supplies assigned to the school. Participate annually in the budget development process and maintain fiscal accounting of.
- | Assumes responsibility for student teachers and give approval prior to a student teacher assuming duties.

- | Strives to maintain a good working relationship with staff and faculty and includes them in decision-making as much as possible.
- | Makes building reasonably available to teachers after school hours, as needed in accordance with the approved school system security plan.
- | Selects substitute teachers from a list approved by the Board.
- | Reports to the Superintendent or his designee, the names of all children on the list furnished to him/her that have not appeared for enrollment. Maintain accurate attendance accounting and submit reports to the Superintendent as directed.
- | Joins the superintendent and the chairman of the Board in determining surplus property.
- | Administers the code of discipline and behavior within the school accordance with BOE policy.
- | Ensures the United States flag is displayed during each school day.
- | Administers the elementary athletic programs in accordance with the rules and regulations established by the Cumberland County athletic association.
- | Observes all other rules and regulations relative to the operation of the schools as established by law and State Board of Education.
- | Stays familiar with and ensures appropriate implementation of all board policies.
- | Responsible for seeking resolution of complaints or grievances when they arise. Informs parents, students, teachers and others of all complaint or grievance procedures and requirements as required.
- | Responsible for managing all the requirements of the current Memorandum of Agreement with the local Teacher's Association for respective staff and faculty.
- | Performs other work-related duties as assigned by the superintendent and/or the Board of Education.
- | Responsible for the evaluation of staff and faculty under their control. Ensuring the required documentation is maintained to support the evaluation.
- | Assigns approved extra-curricular duties to support the overall instructional program at respective school.
- | Responsible for the management of all school fiscal matters in an efficient and honest manner.
- | Assigns duties to support staff and ensures compliance in support of the overall instructional program at respective school.
- | Responsible for development, maintenance and issue of a school handbook for staff/faculty and students outlining respective school policies and procedures.
- | Responsible for the efficient management of all resources provided in support of the overall instructional program.
- | Responsible for the integration and management of all resources provided in support of the overall instructional program.
- | Responsible for the integration and management of supporting programs assigned to respective school i.e., Special Education, RTI<sup>2</sup>, D.A.R.E, etc.

- | Responsible for the guidance, teaching, assisting and evaluation of all staff and faculty members of his/her school.
- | Serves as a member of the Safety Advisory Committee with the duties outlined in the Board Safety Policy.
- | Represents the school and community in a positive manner.
- | Submits to the Superintendent for approval, an annual plan for personal professional development in accordance with guidelines established by the State Board of Education and implements the plan upon approval.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY, Flexibility, and Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

**Responsibility**

Responsibilities include: The management and operation of the personnel and facilities of the assigned public school. This school will be subject to the statutes of the State and the rules, regulations, policy and minimum standards of the local school board and the Department of Education.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 100% sitting, % walking, and % standing. This job is performed in a generally clean and healthy environment.

**Experience**

**Education** Masters degree in job related areas.

**Equivalency** One year of Administrative experience as well as three (3) years as a teacher.

**Requirement**

This is a certified position.

**Certificates & Licenses**

Valid TN Teacher's License/Certification  
 Administrative Certification  
 Posses and maintain a valid TN Driver's License

**Continuing Educ. / Training**

Maintain Licensure

Fingerprint/Background Clearance Fair Labor Standards Act

**Clearances**

Criminal Justice

**FLSA Status**

**Approval Date**

**Salary Grade**