

JOB TITLE:	<b>PRINCIPAL-Elem</b>	Reports to:	<b>Superintendent</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>School Staff</b>
Classification:	<b>Certified - Admin</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	This position provides leadership, supervisory and administrative skills, to manage the assigned school to promote the maximum educational opportunity for and development of each student.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district, county and state personnel, public officials and the general public.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Represents the superintendent as the chief administrative officer and educational leader of the school to which assigned.
- Operates the school within the established board policies, district objectives, state and federal statutes.
- Keeps the superintendent or his designated assistants informed regarding the total educational program, activities and needs.
- Through democratic administration and high professional standards, works cooperatively with the teaching staff for the best interests of the students.
- Promotes environmental conditions conducive to good health and safety of the children and staff within the school.
- Responsible for the welfare of the students and teachers within the school environment.
- Articulates the educational program with secondary schools.
- Assists the curriculum director in the development of the curriculum and in planning and adapting the courses of study to the needs and interests of the children.
- Consults with district personnel to coordinate the operation of the school in matters which relate to the entire school district.
- Coordinates all school activities.
- Supervises conditions relating to custodial care and school plant planning and management.
- Maintains good public relations with the community and utilizes fully the community resources to enrich the learning program.
- Actively participates in local, state and national professional organizations with the goal of promoting professional improvement and rendering greater service.
- Responsible for the selection, assignment and scheduling of the teaching staff within the building.
- Writes assessment and evaluation reports on all teachers.
- Evaluates the work performance of all non-certificated personnel under his/her jurisdiction.
- Responsible for the classification, promotion or retention of students within the framework of the district philosophy and policy and administrative guidelines.
- Continually appraises and evaluates the instructional program in relation to program and student goals.
- Looks upon supervision as a cooperative process involving classroom teachers and related administrative personnel.
- Oversees the attendance and conduct of the pupils.
- Responsible for the inventory and control of district property.
- Responsible for ordering supplies, textbooks, equipment and all materials necessary for the operation of the school.
- Responsible for organization of all student activities.
- Fully utilizes cabinet members in their areas of expertise or responsibility at any time when it is necessary to accomplish performance responsibilities.
- Supervises publishing the monthly school calendar
- Supervises and administers the use of school facilities.

- Other duties as assigned

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of national, federal, state and District laws, rules, and regulations related to the operation and management of school districts and personnel
- Knowledge of curriculum development and implementation techniques and methods
- Skill in implementing long and short term strategic plans, goals and objectives
- Skill in delegating, coaching, assigning and reviewing work performance
- Skill in oral and written communications
- Skill in monitoring multiple budget funding sources for compliance with specifications and regulations
- Skill in developing collaborative efforts among District departments, personnel, federal, national, state, and city governmental entities and organizations
- Skill in establishing and maintaining effective working relationships
- Ability to lead and direct staff effectively
- Proficient in working with parents and the public

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Masters Degree or higher with a major in educational administration
- At least three (3) years experience in public school administration and supervision
- Valid Arizona Principal Certificate to practice as a school principal.

**Computer Proficiency:** MS Office Suite, Google Suite

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit extensively, stand and walk. The employee may be required to move forty (40) pounds and could occasionally lift or move up to twenty-five (25) pounds.

### **WORK ENVIRONMENT:**

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*