

ELEMENTARY SCHOOL PRINCIPAL JOB DESCRIPTION

PRIMARY FUNCTION

The Elementary School Principal in collaboration with the Superintendent and Act 93 team provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. The Elementary School Principal works closely with the community, staff, and administration of Line Mountain School District, while planning, implementing, and reviewing curriculum. Responsible for building administration and the safety and welfare of both students and staff. The Elementary School principal is the chief administrator and educational leader of the Elementary School and is responsible for the detailed organization, administration of the building and general supervision of all activities and personnel. He/she is responsible for operating the schools in accordance with School District Policies and for providing an educational program that is responsive to the needs of the students.

SUPERVISOR

- Responsible to the Superintendent.

SUPERVISORY & EVALUATION ROLES

- Supervises all employees in the Elementary School.
- Is responsible for the overall direction, coordination and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, recommending candidates for employment, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Directly responsible to the Superintendent for satisfactory fulfillment of the duties assigned to them as defined by Act 195, and shall be considered as a confidential employee and shall not be a member of the L.M.E.A. Collective Bargaining Unit.
- Performing other related duties as assigned by the Superintendent including the application and management of federal funds.
- Brings all substantial proposed contractual agreements between the school and any concerns to the attention of appropriate district personnel before any commitment, or any other form of obligation, is made.

COMPENSATION

- Administrative salary schedule and benefits to be established by the Board of School Directors in accordance with Act 93 Agreement.
- The Elementary School Principal shall work a twelve (12) month year under the district's compensation plan and in accordance with Act 93 and Section 1164 of the School Code.

QUALIFICATIONS

- Master degree from an accredited college/university.
- The professional employee must hold a valid certificate from the Pennsylvania Department of Education as an Elementary Principal.
- Three years certified experience.
- Current Pennsylvania Teaching License on file in the Central Office.

- Health and Inoculation Certificate on file in the Central Office.
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
- Desire to continue career improvement.
- Possess an awareness of changes occurring in society and their relationship in education, while generating genuine enthusiasm for change.
- Possess an understanding of the collaborative management methods and the ability to apply them to the administration of instructional services in a well-organized manner.
- Possess a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- Ability to supervise others using acceptable human relations skills.
- Ability to relate to community and parents.
- Ability to communicate respectfully and clearly with all constituents.
- Ability to foster and maintain positive relationships with co-workers.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

ESSENTIAL FUNCTIONS

- Provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
- Establish an optimal learning environment within the school.
- Ensure that all school programs and activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- Work effectively with community organizations.
- React to change productively and handle other tasks as assigned.
- Support the value of an education.
- Support the philosophy and vision of the Line Mountain School District.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Specific vision abilities required by this job include close vision, distance vision.
- Occasional stooping, bending, and reaching.
- Requires some travel.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.

- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

GENERAL RESPONSIBILITIES

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Makes all recommendations to the Superintendent of Schools relative to promotion, retention, suspension, demotion or assignment changes of all personnel assigned to the elementary school.
- Interviews and recommends to the Superintendent of Schools personnel for employment.
- Assigns teachers to classrooms and students to classes.
- Assists in the selection and placement of classified personnel who will have responsibility in the Elementary School.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Maintains positive relations with parents, parent groups, school volunteers and outside agencies.
- Maintains regular contact with parents regarding the needs, achievement and behavior of their children (conferences, booster meetings, newsletters, etc.)
- In accordance with the Superintendent, prepares releases of information to the general public and local news media, interprets educational programs and problems relative to the senior high school.
- Develop a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
- In cooperation with the Superintendent, carries out a systematic process of supervision and evaluation of teacher performance.
- Supervises the educational program by regular classroom and overall building observations of students and teachers.
- Observes and conducts post-observation conferences with teachers providing recommendations for improving instruction: prepares appraisal reports for professional personnel assigned by the Superintendent.
- Develop a functioning education philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
- Develop a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
- Develop an atmosphere of respect, interest, and enthusiasm within the school.
- Communicate openly and effectively with students, community, staff, and administration.
- Supervise and provide for the general welfare of students during the school day, on school trips, and during school activities.
- Maintain effective programs to strengthen and monitor pupil discipline, attendance, and individual progress in accordance with district policy.
- Provides a positive environment for students through the establishment of reasonable rules and regulations governing behavior and fair practices dealing with disciplinary infractions during the school day and on school busses.

- Provides for the maintenance of up-to-date cumulative records including student grades, attendance, health, test data, and all other data relative to the student. Reviews and recommends to the Superintendent the scheduling of high school activities as well as the use of the elementary school facility.
- Develops an annual student handbook containing information, rules, and regulations.
- Assigns pupils to appropriate grade placement programs, etc. Coordinates special service programs and personnel and provides appropriate testing and placement of students in special programs.
- Monitors all special service programs in accordance with state mandates.
- Select and assign certificated and classified personnel.
- Delegate duties for effective staff utilization, but assume final responsibility for the overall school program.
- Encourage the professional growth of teachers by advanced training, experimentation, and evaluation.
- Administer district policies in the operation of the school.
- Administer the school budget.
- Maintain school records and file necessary reports.
- Comply with legal and regulatory requirements of the various governmental agencies.
- Plan and organize the school day and year to provide for efficient operation of the school.
- Maintain safe, clean, attractive, and well-kept buildings and grounds.
- Make effective use of consultants and specialists in program and staff development.
- Work cooperatively with peers in sharing ideas, techniques, and procedures for improvement of the learning environment.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Blood-borne Pathogens Exposure Control Plan.
- Develops and implements short and long range plans for the improvement of the elementary school program.
- Keeps abreast of current professional practices.
- Develops and submits personal job goals to the Superintendent of Schools and provides evidence of job performance through plans developed mutually with the Superintendent of Schools.
- Participates in monthly administrative meetings.
- Attends all regularly scheduled meetings of the school board.
- Assists the Superintendent of Schools in undertaking such other duties as needed.

EVALUATION

- Performance will be evaluated by the superintendent on the basis of this job description and in accordance with the provision of Policy on Evaluation of Administrative Personnel.
- This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.