

Elementary School Principal

Purpose Statement

The job of Elementary School Principal is done for the purpose/s of directing the instructional process with specific responsibility for overseeing overall site operations, services, staff and providing instructional leadership at an elementary school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; and coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Assistant Superintendent of Elementary Schools and Student Services

Essential Functions

- Chairs and/or facilitates meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collects and analyzes data (e.g. building records, reports, assessment results, etc.) for the purpose of identifying goals, assessing organizational effectiveness and promoting organizational learning.
- Creates prepares and presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents (e.g. PTO, staff meetings, inquiries from parents, etc.) for the purpose of evaluating situations, and/or initiating activities which foster productive parent and community involvements, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes related to school climate, curriculum and pedagogy for the purpose of ensuring the development, articulation, implementation, and stewardship of a child-centered vision of high quality school that is shared by all members of the school community.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, delegating responsibility, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Observes classroom instruction for the purpose of evaluating the implementation of established curriculum, instructional techniques, and classroom management to maximize student learning in an inclusive school climate.
- Prepares and maintains a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Promotes the development of a culture of continuous school improvement for the purpose of nurturing a culture of shared accountability for colleagues, for students and for the school as a whole.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

- Supervises all personnel for the purpose of monitoring performance, providing for professional growth and achieving overall district objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. 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; administering personnel policies; data use and analysis; working collaboratively; and solution-oriented creativity.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. 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; concepts of management and supervision; understanding change process; leadership needed to improve systems; and differentiate PD.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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; adapting to changing work priorities; and leading change.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency: 3 years administrative experience preferred.

Required Testing:

Certificates and Licenses

A Level EP01 Elementary Principal Credential
A Valid North Dakota Teaching Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

