

## **Elementary Principal**

### **Desired Qualifications:**

A Master's degree, with a major in educational administration from an accredited college or university.

A valid state certificate to practice as an elementary school principal.

Hold or be eligible for Iowa Evaluator approval.

A minimum of four years successful experience in classroom teaching, preferably at the elementary level.

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

### **Reports to:**

Superintendent

### **Supervises:**

All personnel assigned to the elementary school.

Other resource and service personnel while serving in assigned elementary school.

### **Position Goal:**

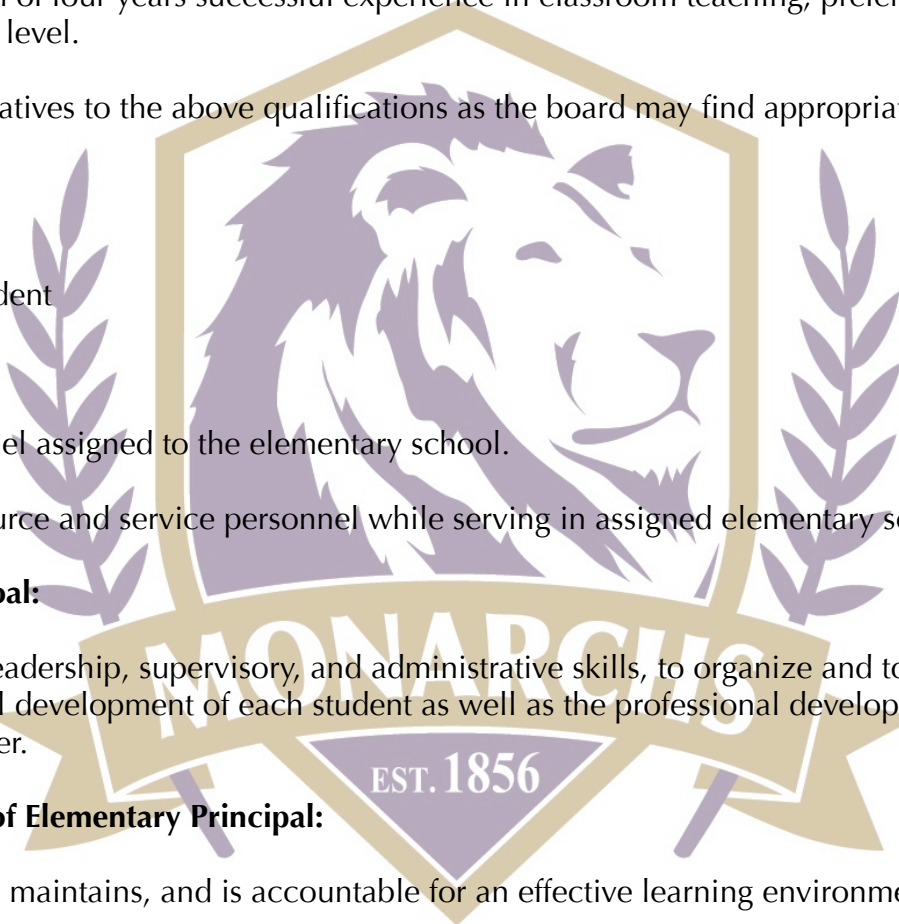
By use of leadership, supervisory, and administrative skills, to organize and to cultivate the educational development of each student as well as the professional development of each staff member.

### **Functions of Elementary Principal:**

Establishes, maintains, and is accountable for an effective learning environment in the school.

Establishes and maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

Fosters positive interpersonal relations among students, teachers, parents and administrators.



DENISON COMMUNITY SCHOOLS

Promotes positive action toward the realization of school objectives through efficient procedures, program of studies, extracurricular programs and the establishment of staff, student and community committees.

Develops and implements a staff development program for teachers in the building in coordination with the superintendent.

Assumes the responsibility for the observance and implementation of board policies and administrative regulations.

Directs the coordination and maintenance of the school's pupil services including guidance and counseling, health, library and student records.

Leads in the recruiting, screening, hiring, training, assigning and evaluating of all support personnel assigned to the elementary school.

Assumes responsibility for the safety of all students and personnel at the facility; exercises decisive leadership in crisis situations.

Reports to the superintendent regarding the needs of the school with respect of personnel, finance, curriculum, facilities, equipment and supplies.

Develops a program of public relations in order to further the community's understanding and support of the educational program.

Coordinates scheduling of school/community activities with the superintendent's office.

Prepares and supervises the preparation of reports, records, lists and all other paper work required by local policy and state law.

Prepares and submits the school's budgetary requests and monitors the expenditure of funds.

Defines and delegates appropriate supervisory responsibility for all school activities. Plans for the proper conduct of participants and spectators at all public events.

Delegates authority to personnel to assume responsibility for the school in the absence of the administrator.

Plans and supervises fire drills, tornado drills and an emergency preparedness program.

Designs and implements a building level communication system which effectively meets the needs of the staff and students.

Keeps abreast of trends, promising ideas, and research in the profession by attending professional meetings, reading professional literature, pursuing appropriate formal education and discussing problems of mutual interest with others in the field.

Exercises leadership in establishing and clarifying short and long-range educational goals.

Sets priorities in the context of improving student achievement.

Articulates and promotes high expectations for teaching and student learning.

Aligns the educational programs, plans and actions to the district's vision and goals for student learning.

Creates symbols, ceremonies, and activities that support the vision and mission of the district.

Develops communication strategies to inform stakeholders of progress towards the vision and mission of the district.

Provides leadership for assessing, developing and improving school environment and culture.

Recruits, interviews and recommends teachers and staff to support quality instruction.

Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.

Evaluates staff and provides direction for improving instruction.

Develops and supports professional development of staff to improve student learning.

Demonstrates awareness of professional issues and developments in education.

Develops and revises as needed his/her own professional development plan for continued improved performance.

Operational procedures are designed and managed to maximize opportunities for successful learning.

Effectively manages board policies and procedures.

Demonstrates effective communication skills with a variety of stakeholders in the operation of the school.

Addresses problems in a timely manner.

Manage fiscal resources of the schools responsibly, efficiently, and effectively.

Works to assure the school plant, equipment, and support systems operate safely, efficiently and effectively.

Engages the community to create shared responsibility for student and school success.

Promotes and supports parent/student/community involvement in the school.

Shares leadership and decision-making.

Connects students and families to the health, human and social services they need to stay focused on learning.

Demonstrates ethical, trustworthy, and professional behavior.

Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.

Treats people fairly, equitably, and with dignity and respect.

Applies policies and procedures in a fair and equitable manner.

Demonstrates appreciation for and sensitivity to the diversity in the school community.

Serves as an effective spokesperson for the welfare of all members of the learning community.

Promotes respect for diversity in the school and community environment.

Engages in dialogue with other decision-makers to improve teaching and learning.

Communicates clearly to the community about building/district issues and performances.

Provides leadership through assisting in the development of mutual expectations, procedures for working together, and formulating district policies.

Knows and supports the building/district school improvement plan and accurately interprets and reports progress on goals.

Other duties as assigned.

**Terms of Employment:**

Salary and work year to be established by the board.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.