

**Job Title:** Elementary School Principal

**Qualifications:** Must hold a valid Idaho Elementary Administrator's Certificate

**Reports to:** Superintendent, Academic Achievement Director, School Board

**Supervises:** Teachers, Specialists, Para-Professionals, and Custodians working within the building

**Performance Responsibilities:**

1. To interpret and implement Board of Trustees' policies and administrative regulations of the Superintendent
2. To supervise and direct the professional and classified staff members for whom he/she is responsible and provide assistance and make evaluations, as required and by request.
3. To assist in recruitment, screening, hiring, orientation, training, and assignment of classified and professional staff members.
4. To administer all facets of the instructional and extracurricular programs of the school. Provide guidance, direction in planning, evaluation, and implementation of the curriculum and instructional programs.
5. To promote and participate in the on-going improvement and revision of school curriculum.
6. To direct the school leadership team(s), and oversee the efficient operation of grade level and department teams.
7. To prepare or supervise the preparation of reports, records and other correspondence, as required for the maintenance and operation of the curricular and extracurricular programs in his/her assigned building.
8. To assume responsibility for the attendance, conduct, safety and health of students. To promote a safe, orderly, and enriching learning environment for staff and students. To design effective school-wide management practices, and be responsible for student discipline.
9. To interpret the school's program to the community and to help enlist the participation of the community in school life.
10. To prepare and submit the school's budgetary requests and monitor the expenditure of funds.
11. To cooperate with college and university officials in teacher training and preparation.
12. To assume responsibility for the safety, security and management of the school plant.
13. To plan staff development activities.
14. To motivate students and staff to achieve to their potential. To communicate expectations to all school stakeholders.
15. To participate as an active and contributing member of the Superintendent's Administrative Cabinet.
16. To ensure that curriculum is relevant and rigorous, and that it is aligned with state curriculum, state standards, and state assessments.
17. To keep abreast of and contribute toward trends, developments, and research, as they pertain to education and the operation of the schools.
18. To encourage open communication, and promote positive cooperation among teachers, parents, students and the school administration.
19. To periodically review the educational needs of the community and age level served by the school and develop plans for the resolution of identified needs.

20. To keep the Superintendent informed of the school's activities and problems.
21. To coordinate the school's pupil personnel services.
22. To set goals and expectations for student achievement. To monitor progress toward those goals and report progress to the Superintendent, Board of Trustees, and Academic Achievement Director.
23. To oversee the development and implementation of extended day programs.
24. To promote and support the district Vision/Mission and ensure the implementation of district initiatives at the building level.

**Terms of Employment:** 206 day contract (2 weeks before and after the first and last days for regular staff)

2/13/2019