

JOB DESCRIPTION

TITLE: Elementary School Principal

QUALIFICATIONS:

1. Idaho Administrative Certificate endorsed for K-12 Administrator
2. Demonstrated experience and empathy as a public educator to support teachers in a meaningful way
3. Strong background in curriculum, supervision and evaluation, student behavior, team building, technology integration, and character education
4. Intricate knowledge of distinguished instructional strategies and student engagement
5. Excellent leadership, interpersonal, communication, and organizational skills
6. Effective use of de-escalation skills when working with frustrated parents, students, or staff
7. Consistent pattern of high expectations and academic rigor for all students
8. Growth mindset
9. Adept at building capacity and empowering self-efficacy in others
10. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO: Superintendent

SUPERVISES:

1. All certified and classified staff serving in the school
2. Other resource and service personnel while functioning in the assigned school

JOB SUMMARY: To provide exemplary instructional leadership and managerial oversight in a safe and supportive learning environment. Champion the academic growth and overall well-being of each student in your school every day.

PERFORMANCE RESPONSIBILITIES (Typical tasks include but shall not be limited to):

School Leadership

1. Lead the school in accordance with federal and state law, administrative rules, and Board policy
2. Provide for the safety and security of the students, staff, and school environment
3. Communicate with Superintendent in a proactive and consistent manner
4. Initiate, design, and implement programs to meet the specific needs of the school (PLC, PBIS, MTSS/RTI, etc.)
5. Demonstrate knowledge and application of primary reading instruction, developmental

- milestones, and skill acquisition
6. Model collaborative behavior and lead effective/efficient collaboration at the building and across the district
 7. Exercise leadership in school-level planning for improvement of instruction
 8. Plan for and deliver Professional Learning for staff in alignment with building goals
 9. Possess and share knowledge about current trends in educational leadership
 10. Establish and maintain an engaging learning climate in the school
 11. Coordinate transportation, custodial, child nutrition, BASE, and other support services
 12. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
 13. Provide accurate and timely student reports to the Superintendent
 14. Work cooperatively with law enforcement authorities in maintaining a safe and secure school environment
 15. Plan, schedule, and supervise required district emergency drills
 16. Ensure your staff is aware and trained in emergency preparedness response according to the district's crisis response plan and emergency procedures manual
 17. Build positive relationships with students, parents, staff, and patrons

Curriculum, Instruction, and Contact with Students

1. Supervise and monitor the school's instructional program and teaching process
2. Lead and oversee the annual master schedule development
3. Assist in the selection of appropriate instructional materials
4. Develop and maintain the academic and extracurricular program schedule, and assist in scheduling community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students
6. Greet students in a friendly and dependable manner during their morning arrival and supervise the dismissal of students at the end of the school day
7. Demonstrate concern, care and compassion for your students as you interact during the school day
8. Maintain high standards of student conduct and enforce the district's student discipline policy
9. Keep records of disciplinary action and perform follow-up communication with students, parents, teachers, and administrators
10. Develop and implement student handbooks and procedures for proper student conduct
11. Lead and participate in the planning and delivery of intervention and referral services for academically at-risk and challenged students, to include MTSS/RtI team leadership
12. Attend special events held to recognize student achievement and other school-sponsored activities/functions
13. Plan and supervise regularly scheduled parent/teacher conferences and student-led conferences
14. Actively pursue all cases of truancy and excessive absences and tardies
15. Maintain an active relationship with students and parents based on respect and understanding

Supervision and Evaluation

BUILDING PRINCIPAL

I.C. § 33-515	Issuance of Renewable Contracts
I.C. § 33-1201	Certificate Required
I.C. § 33-1210	Information on Past Job Performance
IDAPA 08.02.02.026.01	School Principal Endorsement (Pre-K-12)
IDAPA 08.02.02.121	Local District Evaluation Policy—School Principal
The Gun-Free Schools Act	Section 414(d)(2)