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 wellbeing 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

- 1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel
- 2. Supervise all personnel employed at the school
- 3. Be trained and possess a solid knowledge in the Danielson Framework for Teaching and coach for improved instruction
- 4. Ensure that teacher trainees are provided with direct assistance, to include close clinical supervision
- 5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy
- 6. Conduct regular staff meetings and professional learning opportunities for your staff

Financial and Office Management

- 1. Ensure the proper collection, safekeeping, and accounting of school activity funds
- 2. Ensure the proper accounting protocols when encumbering district funds
- 3. Initiate and supervise development of the annual budget, providing opportunity for staff input
- 4. Establish and maintain an efficient office system to support the administrative functions of the school
- 5. Maintain confidentiality and FERPA rights for student and personnel information
- 6. Supervise the preparation of all school records and reports
- 7. Participate in administrative, Board, and other meetings, as required or appropriate
- 8. Provide for adequate inventories of property under school jurisdiction

Other

- 1. Be responsible for understanding and abiding by the Code of Ethics for Idaho Educators
- 2. Represent the school district in a positive and professional manner at all times
- 3. Know and follow school district policy and chain of command
- 4. Perform other duties as assigned by the Superintendent

EVALUATION:

Performance of this position will be evaluated annually by the superintendent in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121.

TERMS OF EMPLOYMENT:

Annual contract

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools

I.C. § 33-513 Professional Personnel

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)
Local District Evaluation Policy—School
Principal

The Gun-Free Schools Act Section 414(d)(2)