

Farragut School District

Job Title: ELEMENTARY PRINCIPAL

Reports to: Superintendent

FLSA Status: Exempt Non-Exempt

Status: Full Time Part Time
 Hourly Salary

Date Revised: 10-9-06

Basic Function: The elementary principal is responsible to carry out duties as assigned by the superintendent of schools. Such duties include using leadership and communication skills in working with administration, teachers, counselors, area agency personnel, professional associates, and classified personnel to develop a climate that promotes quality educational practices and services.

Essential Functions:

1. Structure regular and systematic classroom observations to increase teacher effectiveness; demanding high quality of performance from all staff members.
2. Provide leadership and supervision of certified staff and encourage creative and innovative instruction.
3. Interpret, execute and support Board Policy and administrative regulations keeping staff informed of changes in policy and procedures which affect them.
4. Provide leadership in the improvement of the total educational program within the school community.
5. Assist in the implementation of school curriculum and the evaluation of instructional materials.
6. Interpret school goals and objectives to students, teachers and parents.
7. Plan, schedule, and assign duties to all staff members.
8. Assist in screening, hiring, in-service orientation, assigning, evaluating, and dismissing school staff as outlined by the Board Policy and negotiated agreement.
9. Delegate authority and responsibility where appropriate.
10. Maintain accurate records as required by federal, state and local officials.
11. Assist in the general supervision and maintenance of the physical plant and grounds.
12. Provide for the school's total needs in requisitioning equipment and supplies within the funds allocated.
13. Assist in the development and administration of the budget in the area of responsibility.
14. Recognize accomplishments and achievements of students and staff.
15. Assist in the implementation of supportive services in meeting the needs of students and staff.
16. Plan and supervise fire drills and emergency preparedness program.
17. Maintain high standards of student conduct and enforce discipline as necessary according to due process.
18. Supervise the maintenance of accurate records on the progress and attendance of students.
19. Conduct meetings of the staff as appropriate for proper functioning of the school.
20. Develop a professional rapport and good working relationship with all staff members.
21. Maintain a positive image for the school as well as good public relations within the community.
22. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

23. Be involved in administrative groups at the area educational agency and state levels.
24. Participate in Management Team meetings and activities.
25. Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
26. Greet all students, faculty, staff, and visitors courteously.
27. Maintain a positive rapport with students, staff and the community.
28. Cooperate with and work in a courteous manner with co-workers and other personnel.
29. Dress appropriately for the position and work required.
30. Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
31. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
32. Maintain confidentiality in the school operation.
33. Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.
34. Assume responsibility for the observance and/or implementation of all Board Policies and Administrative Regulations.
35. Establish and maintain effective learning climate in the school.
36. Direct the activities of non-certified staff members.
37. Prepare and/or supervise the preparation of reports, records, and all other necessary paper work.
38. Delegate authority to responsible personnel when necessary and appropriate.
39. Work with various members of the central administrative staff on problems/projects of district wide importance.
40. Report to the central office regularly concerning the needs of the school with respect to personnel, transportation, equipment, supplies and curriculum.
41. Consult regularly for the services of resource personnel so that professional staff can receive effective assistance when needed.
42. Maintain and control the funds generated by student activities and auxiliary services.
43. Cooperate with college and university officials regarding teacher training and preparation.
44. Provide for accurate inventories of property and for the security of the property.
45. Keep the superintendent informed of events and activities of an unusual nature, as well as routine matters related to the superintendent's accountability.

Specifications/Qualifications:

- a. Iowa Licensure for Elementary Principal
- b. Successful teaching experience for at least three years

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

Revised by the Farragut Board of Directors _____.