POSITION DESCRIPTION

TITLE:	Elementary Principal	**SUPERVISOR:**	Executive Director for Administration
DEPARTMENT:	Elementary Schools	**CLASSIFICATION:**	Administration

I. Accountability Objectives:

The elementary principal administers the elementary school according to policies of the Board of Education and under the supervision of the Executive Director for Administration. The principal is in charge of one or more elementary buildings and attendance areas. Objectives include: 1) educational leadership to staff and pupils, 2) supervision, 3) planning and evaluation, 4) direction, and 5) coordination. Responsibilities vary with the needs of the particular educational unit, students, and programs.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 12 Months

III. Position Relationships:

Reports to: Superintendent
Coordinates with: Superintendent of Schools, Executive Director for Administration, Executive Director of Human Resources, Executive Directors, Other Administrators, Counselors, Department Leaders, Faculty and Staff
Type of Coordination: Planning, programming, evaluation
Supervises: Elementary Staff (instructional and non-instructional)

IV. Position Qualifications:

A. Required Qualifications:
Wisconsin certification for the position.

B. Desired Qualifications:
Previous administrative experience at the elementary level; three years of elementary teaching experience; advanced graduate work beyond the master's degree.

C. Special Requirements:
Strong leadership ability; ability to make sound decisions; ability to work effectively with others; broad and current knowledge of elementary curriculum and instruction; good communication skills; ability to relate to parents and general public.

V. Position Responsibilities:

A. Supervises the educational programs.
B. Develops building budget.
C. Plans for current and long-range programs.
D. Plans and facilitates building-based professional development.
E. Oversees the formation and development of building-based Professional Learning Communities.
F. Visits classrooms to observe teachers in action.
G. Supervises and evaluates staff.
H. Leads the development and implementation of the building's School Improvement Plan.

I. Implements the District's strategic plan through the work of the building's program.
J. Coordinates with central office staff.
K. Participates in district-wide studies on curriculum and instructional materials.
L. Supervises the upkeep and maintenance of building and equipment.
M. Counsels with students and parents.
N. Maintains healthy public relations with community.
O. Supervises school activity programs.
P. Cooperates with special services personnel in testing, counseling, referrals, and other student related activities.
Q. Supervises student teachers in building.
R. Attends in-district and out-of-district meetings.
S. Participates in professional development programs.
T. Works cooperatively with social welfare agencies, law enforcement services and health departments.
U. Accepts other responsibilities which the nature of the position demands.
V. Assists in recruitment.
W. Implements the Educator Effectiveness program.
X. Conducts interviews for instructional and non-instructional staff.
Y. Works toward proficiency of the 13 Eau Claire Area School District Principal Standards.
Z. Performs other duties as determined and directed by the Superintendent and/or Executive Director for Administration.

Eau Claire Area School District
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