



JOB DESCRIPTION

Job Title	Elementary Principal
Department	Elementary Schools
Reports To	Superintendent
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Elementary Principal provides leadership and management to a K-5 elementary school with a primary focus on improving student achievement while maintaining the health and safety of all students and staff. The Elementary Principal administers the elementary school according to the policies of the Board of Education and under the supervision of the Executive Director for Administration.

Essential Job Functions

- Supervises the educational programs
- Develops the building budget
- Plans for current and long-range programs
- Conducts meetings and staff professional development
- Visits classrooms to observe teachers in action
- Supervises and evaluates staff
- Coordinates with district office staff
- Participates in district-wide studies on curriculum and instructional materials
- Supervises the upkeep and maintenance of building and equipment
- Counsels with students and parents
- Maintains healthy public relations with community
- Supervises school activity programs
- Cooperates with student services personnel in testing, counseling, referrals, and other student related activities
- Supervises student teachers in building
- Attends in-district and out-of-district meetings
- Participates in professional development programs
- Works cooperatively with social welfare agencies, law enforcement services, and health departments
- Assists in recruitment and retention of staff

- Conducts interviews for instructional and non-instructional staff
- Works toward proficiency of the 19 components of the Wisconsin Framework for Principal Leadership

Ancillary Job Functions

- Facilitates and oversees committee meetings as required
- Performs other related duties as assigned

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Elementary Principal Certification

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years related experience, including previous administrative experience at the elementary level and three years of elementary teaching experience
- Master’s degree in Education, Education Administration, or related field

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Broad and current knowledge of elementary curriculum, instruction, and assessment practices.
- Ability to facilitate small and large groups
- Effective verbal and written communication skills
- Knowledge of child development
- Ability to relate to parents and the general public
- Strong leadership ability and supervisory skills
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students
- Ability to travel between District buildings as needed in compliance with the District driving policy

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids
- Normal office environment and moderate noise levels

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- May occasionally be required to grasp, reach, and stoop/kneel/crouch
- Occasionally required to drive to other locations

- May be required to lift up to 45 pounds