TITLE: Principal K-8

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES

Mission, Vision, and School Culture

- Engages all stakeholders in the development and implementation of a shared vision of learning, a strong organizational mission, and high, measureable goals that prepare every student to succeed.
- Manage day to day operations of the K-8 school and provide educational leadership for all K-8 programs including regular education, special education, English learner, Title I, and Gifted/Talented.
- Conducts meetings to disseminate information, discuss issues and plan for the overall functioning of the school.
- Works with staff, students, and parents to design and implement a school-wide system for student management.
- Maintains high standards for student behavior.
- Serves as a positive liaison between the school and the community. Communicates with parents on regarding overall school information, individual student needs, events and programs, etc. through multiple means of communication.
- Recognizes the achievements and accomplishments of students and staff.
- Establishes rigorous, measurable goals for instructional program decisions and staff learning experiences that are consistent with the school’s and district’s mission, vision, and core beliefs.

Instructional Leadership

- Assists in the development, revision and evaluation of curriculum at the District level. Leads the development of the instructional program at the school site.
- Collaborates with teachers to examine student and school data to measure student learning and growth, identify achievement gaps, and develop strategic interventions that improve learning and close identified gaps. Provides leadership in the design and implementation of appropriate staff development activities.
- Assists in the implementation of support services in meeting the needs of the students and the staff.
- Provide leadership in best practice research, strategies, and curriculum for reading, math, and social interventions for students.
- Oversee RTI and PBIS student intervention and core team meetings.

Human Resources:

- Plans, implements, directs and monitors all school programs to meet the specific needs of students and the school community.
- Provides timely, appropriate, quality professional development and facilitates collaborative learning teams that gather information, analyze data, examine issues, and develop new approaches to improve teaching and learning.
- Supervises licensed and non-licensed staff in accordance with District procedures.
- Provides effective and timely supervision and evaluation aligned with local district goals, state regulations, and contract provisions.
Resource Management:
• Prepares and manages the budget for the school. Maintains accurate budgetary records as required by District policy and state law.
• Creates or approves the master schedule.
• Improves organizational performance by making appropriate and sound use of time, technology, management strategies, and accountability measures, including assessments, to achieve the district and school’s vision, mission, and goals.
• Supervises the maintenance of buildings, grounds and equipment in cooperation with custodial staff.
• Distributes leadership responsibilities, shares decision making, and supervises daily ongoing management structures and practices to enhance teaching and learning.
• Maintains a safe environment by addressing real and potential challenges to the physical and emotional safety and security of students and staff that interfere with teaching and learning.

Professional Responsibilities and Relationships:
• Prepares District, State and Federal reports as required.
• Maintains professional active relationships with students, parents and staff.
• Keeps the Superintendent and appropriate Administrators informed of school programs and issues.
• Implements District policies, practices and procedures. Keeps abreast of School Board actions and proceedings.
• Serves on committees and task forces as assigned.
• Keeps abreast of educational research. Assumes responsibility for professional growth.
• Attends special events, activities and functions sponsored by the school, district, or the parent organizations.
• Represents the School and District at meetings, workshops and conferences.
• Participates in district-wide leadership meetings and district-wide professional development.

Other:
• Maintains confidentiality and professionalism.
• Perform all other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month contract
Terms and conditions of employment according to contract.

EVALUATOR: Superintendent