

## **PRINCIPAL, ELEMENTARY SCHOOL**

### **GENERAL RESPONSIBILITIES**

The position is responsible for the administration and supervision of an elementary school and its programs.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, goals, and core values of the School Board; meet and confer with students, parents, faculty and staff; maintain records and files; prepare reports.
- Lead and facilitate the transformation of the school into a results-oriented collaborative learning community.
- Facilitate the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Ensure the alignment of the Plan for Continuous Improvement (PCI) with the school division's strategic plan.
- Ensure that data drive and support the focus of the school's Plan for Continuous Improvement (PCI).
- Ensure effective implementation of the Board-approved VBCPS curriculum.
- Create and maintain a school culture and climate that fosters high levels of student and teacher learning and growth.
- Plan, develop, implement and refine a job-embedded program of professional development for teachers and staff.
- Ensure compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Direct, monitor and supervise implementation of the instructional program.
- Maintain high standards of student conduct and enforce discipline as necessary, according to School Board policy and the due process rights of students.
- Provide for the efficient conduct of school instruction and business.
- Initiate, design and implement programs to meet specific needs of the school.
- Plan, organize and direct implementation of all school activities.
- Make recommendations to the central administrative leadership team concerning the school's administration and instruction.
- Develop the school's budget based on the funds allocated from the School Board's budget; ensure alignment with instructional and building needs and priorities, monitor expenditures.
- Prepare or supervise the preparation of reports, records, lists and all other required information and data.
- Coordinate and work with the central administrative staff on school issues.
- Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students; interpret and enforce school division's policies and regulations.
- Schedule classes within established guidelines to meet students' needs.
- Attend special events held to recognize student achievement; attend school sponsored activities and functions; maintain and control the various local funds generated by student activities.
- Supervise the maintenance of accurate records on the progress and attendance of students.

- Ensure scholastic records for all students are current, accurate, complete, and meet federal, state and local requirements.
- Monitor special education processes/practices in the school and ensure special education records are accurate.
- Ensure implementation of all resource programs and services for students, including guidance.
- Supervise all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
- Participate in the selection and supervision of all school building personnel.
- Evaluate and counsel all staff members regarding their individual performance, group performance, and professional growth.
- Develop the leadership skills, particularly instructional leadership, of the assistant principal(s) assigned to the school.
- Supervise the daily use of the school facilities for both academic and nonacademic purposes.
- Supervise and evaluate all activities and programs that are outgrowths of the school's curriculum.
- Maintain and model high standards of professionalism.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of an elementary school; thorough knowledge of curriculum design, implementation, evaluation and refinement; thorough knowledge of prescribed School Board policies and procedures; knowledge and understanding of student growth and development; knowledge and understanding of the conditions and dynamics of the diverse school community; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates and the community; ability to plan and supervise the work of others; ability to set expectations, build capacity, model learning, lead symbolically, manage effectively, and respond to constituent groups and the community.

**EDUCATION AND EXPERIENCE**

Master's Degree in education administration, extensive administrative and educational experience, and licensure as a building level principal through the Commonwealth of Virginia (Administration and Supervision, Prek-12 endorsement) required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 03/11
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