



## **Elementary Principal**

### **Purpose Statement**

The job of Elementary Principal is done for the purpose/s of giving leadership to the improvement of student achievement; developing and implementing school improvement plans; hiring, observing, and evaluating faculty & staff; coordinating consistent high quality professional development aligned with school and district goals; using data to improve student achievement and teacher instruction; implementing school-wide behavioral standards; developing and maintaining productive parent and community relations; and taking responsibility for all other daily operations of the school.

This job reports to Assistant Superintendent of Elementary Ed.

### **Essential Functions**

- Coordinates District and School professional development for the purpose of improving teaching and learning.
- Demonstrates knowledge of pedagogy in legal and financial issues for the purpose of ensuring compliance with Federal, State, and District policies, procedures, and guidelines.
- Develops and implements a dynamic community relations plan that includes parents, patrons, businesses, colleges/universities, and other community members for the purpose of establishing clear and precise communications.
- Develops and maintains high standards of behavior for students and staff for the purpose of ensuring a productive learning environment.
- Establishes effective working and learning environment, including quality instructional practices for the purpose of improving student achievement.
- Evaluates each staff member annually for the purpose of providing feedback, improving performance, and complying with Federal, State, and District guidelines.
- Gives leadership to School Professional Learning Communities for the purpose of developing collaboration among staff members in order to improve student achievement.
- Implements Federal, State, and District policies and procedures as directed by the Board for the purpose of maintaining a safe, legal and productive learning environment.
- Implements, models and evaluates performance and program effectiveness for the purpose of complying with the expectations of Utah State Core Curriculum.
- Maintains a welcoming, orderly, safe and attractive physical learning environment for the purpose of enhancing the educational experience.
- Manages site staff, including hiring, coaching and dismissal for the purpose of providing high quality instruction that improves student achievement.
- Maximizes the use of technology for the purpose of improving teaching and learning.
- Models and practices behavior that is consistent with the State of Utah Leadership Standards for the purpose of ensuring high quality instruction and improved student achievement.
- Oversees the acquisition of equipment and supplies through District approved procurement procedures for the purpose of providing necessary instructional resources.

- Participates in district-wide activities, professional development and committee work for the purpose of improving leadership skills and maximizing student achievement.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans and conducts meetings of staff, parents, students and other groups for the purpose of ensuring informed communication.
- Prepares, implements and maintains a balanced school budget for the purpose of effectively using public resources and money.
- Provides leadership to all specialized programs in the school, including Special Education, 504, ESOL, Title I, fees and fee waivers, etc. for the purpose of ensuring equitable and adequate educational opportunities.
- Sets high expectations of achievement for students and staff for the purpose of encouraging each individual to perform at his/her highest level.
- Uses data consistently (e.g. achievement, attendance, trend, etc.) for the purpose of making informed decisions and improving student achievement.
- Uses a variety of assessment strategies for the purpose of informing instruction and improving student achievement.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing budgets; analyzing data; applying curriculum and instructional techniques; conducting interviews; conducting meetings; counseling and mentoring employees; enforcing discipline policies; enforcing rules and regulations; estimating required resources; facilitating meetings; interviewing techniques and practices; investigating problems.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; accounting/bookkeeping principles; interviewing techniques and practices; practices of personnel administration; principles of negotiation/arbitration.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; adapting to changing work priorities; analyzing issues and determining appropriate course of action; communicating with persons of diverse backgrounds; diffusing argumentative behavior; meeting deadlines and schedules; multitasking.

#### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing:**

As required by the Utah State Board of Education

**Certificates and Licenses**

Administrator's Credential

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Lane 3 - Elementary