

ELEMENTARY PRINCIPAL

DEFINITION

Under the general direction of the superintendent, has the primary authority and responsibility for the overall operation and maintenance of a local elementary school.

DISTINGUISHING CHARACTERISTICS

Serves as the chief administrator of a local elementary school for the Sutherlin School District. Principal has the delegated authority and responsibility for the specific details for the unit's operation. Considerable use of independent judgment and decision-making is required in matters not having established rules, regulations or policies.

In supervisory role, may serve as a "quasi-counselor" to staff members on a multitude of performance/personal issues!

EXAMPLES OF DUTIES:

- In cooperation with the Superintendent recruits, interviews and recommends the employment of staff.
- Assigns, directs and supervises building staff. Evaluates and recommends retention, promotion, transfer, and termination of staff.
- In cooperation with the Maintenance Supervisor plans, organizes and implements a program of facilities and grounds maintenance.
- Assists with the creation and development of short and long-term educational goals. Works with Site Council and building staff to develop school improvement plans.
- Develops and maintains a systematic procedure for the expenditure and accounting of school related funds, works in conjunction with the Business Manager to oversee the entire school budget.
- Participates in the development of the district's annual budget, as related to building.
- Establishes and maintains a program of staff, student and parent communication to assure effective transmittal of appropriate relevant information.
- Serves on committees and fulfills such other assignments as assumed or delegated by the superintendent.
- Ensures compliance with the 21st Century Schools requirements.
- Maintain effective school-wide student discipline program.
- Facilitate staff's development.
- Evaluates curricular instructional program on a yearly basis.
- Oversees development of: master schedules, teaching assignments, lunch times, recess, and after-school activities.
- Ensures that all students receive their appropriate educational opportunities, and specifically addresses those meetings which establish appropriate educational opportunities for special education / TAG.
- Performs other duties as may be assigned by the Superintendent.

ELEMENTARY PRINCIPAL (CONTINUED)

QUALIFICATIONS:

Must hold or be eligible for Oregon administrative certification.
Must hold and maintain a current First Aid Card.

KNOWLEDGE OF AND/OR ABILITY TO:

- Oregon 21st Century Education Act and Goals.
- Current methods and procedures for school management in Oregon (laws, rules and policies).
- Educational curriculum concepts and instructional techniques.
- Instructional learning theory and styles.
- Evaluation and appraisal techniques.
- Management team concepts – servant leadership.
- Effective communication techniques / practices.
- Technology and electronic education and curricula connections.
- Effective elementary school theory and practices.
- Establish and maintain management records and accounts.

EXPERIENCE:

- Three to five years teaching experience at elementary level preferred.
- Three years in education during which management related skills have been required through assigned or assumed duties.

EDUCATION:

- Completion of a degree in education.
- Completed educational requirements or in program for administrative certification.
- Preferred Masters degree in education.

Board of Education adopted 6/18/2001

Revised June 2, 2008 JHL

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