

Knappa School District #4
Elementary Principal Job Description

Job Title: Elementary/Middle School Principal (Grades PK-8)
Reports To: Superintendent
Supervises: PK-8 Teachers and Staff
FLSA Status: Exempt
Contract: 220 Days
Salary: \$103,000, PERs paid, plus medical and HRA benefits

JOB SUMMARY

To promote the success of all staff and students in the elementary and middle schools by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Administers the school and its instructional program in all its facets.
3. Implements board policies and administrative regulations.
4. Actively engages the community to create shared responsibility for student and school success.
5. Interviews, hires and supervises the school staff, providing assistance and conducting evaluations.
6. Effectively manages conflict within the school building.
7. Monitors students in classrooms, hallways, at lunch, in assemblies, etc. ensuring safety and security at all times.
8. Implements appropriate disciplinary procedures regarding student behavior in compliance with District policy(ies).
9. Communicates with parents, staff, counselors, and others to address student discipline issues and finding solutions to student behavior.
10. Coordinates the school's student activities and services.
11. Organizes and attends all staff meetings.
12. Participates in IEP and 504 meetings as necessary or required.
13. Writes and presents reports at school board meetings.
14. Plans and implements appropriate professional development in accordance with Site Council.
15. Informs the Superintendent of the needs, activities and condition of the school(s).
16. Prepares and administers annual building budget within District guidelines and ensures compliance with program requirements.
17. Observes staff during classroom instruction and provides timely feedback regarding instructional improvement(s) needed.
18. Assumes responsibility for the attendance, conduct and health of students.
19. Promotes and participates in the ongoing improvement of the school curriculum.
20. Informs the District office about activities in the school and forwards or causes to be forwarded required reports.
21. Provides input to the District budget committee, as required.
22. Completes special projects as assigned.
23. Exercises decisive leadership in all situations.
24. Assumes responsibility for the safety and management of the school building.

25. Appropriately maintains and secures confidential records and inquiries.
26. Professionally represents the school and the District in interactions with parents, community, staff and students.
27. Maintains appropriate certifications and training hours as required.
28. Complies with applicable District, state, local and federal laws, rules and regulations.
29. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends educational support meetings, including Individualized Education Plan (IEP) meetings and school board meetings.
3. Inspects facilities and campus for health and safety concerns.
4. Substitute teaches as necessary.
5. Assists teachers in developing and maintaining appropriate and effective teaching methods.

SUPERVISORY RESPONSIBILITIES

Supervises, evaluates and directs the work of classified, licensed and confidential employees in the elementary school according to District policy. Resolves grievances and other employee relations issues while working closely with the District office and disciplines employees appropriately. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree (M.A.) or equivalent and at least three years successful teaching and leadership experience and/or training, or equivalent combination of education and experience, preferably at the elementary school level. Prior successful experience working in as an administrator in a school setting or with young children and/or adolescents required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children, adolescents, staff, parents and the public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions or complaints in one-on-one, small group situations to students, parents, school staff and other agencies. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to write professional reports and correspondence.

- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference and basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel and Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children and adolescents. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid administrator's license through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee may be exposed to wet or humid and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:

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