

ELEMENTARY SCHOOL PRINCIPAL

TITLE: Elementary School Principal

Location: Building

SUPERVISOR: Superintendent

SUPERVISES: Teachers
Educational Support Staff

JOB SUMMARY:

Under general direction of the Superintendent, the elementary school principal is responsible for the leadership, administration and coordination of the elementary school.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Understands the underlying philosophy for an elementary school that matches the intellectual, social, emotional, and physical needs of primary and intermediate students.
- Provides leadership to ensure understanding of and promote the district's strategic objectives and provides in-service programs for teachers and staff
- Keeps abreast of developments and trends in elementary curriculum and instruction, and provides leadership in determining program direction and improvement to curriculum and instruction at the building level.
- Screens, selects, directs and evaluates performance of certified and educational support staff
- Administers an articulated elementary curriculum program; conducts regular needs assessments and interprets results to staff and community.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Communicates effectively with the business and residential community and participates in civic activities.
- Motivates employee performance and enhances morale.
- Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.
- Effectively implements the district's employee evaluation system(s).

- Demonstrates positive attitude toward job and remains a flexible and innovative team builder.
- Has knowledge of District policies local policies, state and federal laws relating to students.
- Supervises and manages site operation to assure safety and efficiency.
- Manages certified and educational support staff contracts at site level.
- Performs other job-related duties as may be assigned by the Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does require frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

Master's Degree, from an accredited college or university, with training in administration, supervision, and curriculum development at the elementary level.

EXPERIENCE

Successful teaching experience, preferably at the elementary level.

Successful administrative, or supervisory experience at the elementary level

OTHER SKILLS AND ABILITIES:

- An administrative leadership style based on effective human relations and a continuous improvement model.
- Visible accessibility
- Excellent communication, presentation, and listening skills.
- The vision, compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.

- Demonstrated knowledge of best practices in curriculum and instruction at the elementary level

LICENSES/CREDENTIAL: Valid Illinois Credential (Type 75) or license authorizing services as an Elementary School Principal.

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. 12 month work year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.