



Job Description

Position Title: Elementary or Intermediate School Principal

Employee Group: Administration

Contract Length: 261 days

FLSA: Exempt

Supervisory Responsibilities: Building Staff and Administration

Reports to: Director of Elementary Curriculum & Instruction and the District Administrator

Qualifications:

1. Master's Degree
2. Valid Wisconsin DPI administrative license
3. Minimum of 5 years administrative experience

Position Summary:

The Principal assumes responsibility for the vision, organization, administration, and supervision of the school. The Principal will be responsible for fostering a positive learning environment that promotes academic excellence, personal growth, and prepares students for future success. This role requires a strong commitment to educational equity, collaboration with diverse stakeholders, and innovative instructional practices.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

A. Leadership

The Elementary or Intermediate School Principal will:

- Develop and articulate the vision for the school that is aligned with the vision for the district.
- Collaboratively create and cultivate a safe and positive school culture and climate for students and staff.
- Involve staff in shared decision-making under administrative leadership
- Work with staff to develop and support building level goals that reflect the educational objectives of the district.

- Develop and disseminate systems that describe and define staff responsibilities and provide opportunities for staff to develop and use their leadership skills.
- Assign appropriate responsibilities and authority to the Associate Principal.
- Anticipate and maintain awareness of changes in the school community and educational field.
- Gather input and data from staff on their own performance.
- Partner with the administrative team to provide positive leadership for students and staff.

B. Human Relations

The Elementary or Intermediate School Principal will:

- Involve staff in fostering a safe and positive school climate.
- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve parents/guardians, staff, and students in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with students, families, staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians and staff.

C. Personnel

The Elementary or Intermediate School Principal will:

- Supervise and evaluate staff by implementing established district policies, procedures and protocols.
- Lead the interviewing and recommendation process for building staff by identifying needs and selection criteria.
- Assign staff within certification / licensure requirements.
- Provide leadership and direction for effective instructional practices and staff development.
- Plan, in conjunction with Curriculum & Instruction, Student Services, and Human Resources orientation and professional development activities for staff.
- Coordinate, plan, and lead faculty meetings.

D. Students

The Elementary or Intermediate School Principal will:

- Create and maintain a positive learning environment for students which includes attendance and behavior management.
- Participate in creating, implementing and communicating expectations, procedures, and practices.
- Supervise students in individual, small group, grade level and whole school settings both during the school day and at co-curricular events.
- Organize and schedule student activities.
- Collaborate with the Associate Principal in organizing and assigning staff to ensure proper direction and supervision of student activities during the school day and during approved school-sponsored activities.
- Encourage and support student participation in school-sponsored activities.

E. Curriculum and Instruction

The Elementary or Intermediate School Principal will:

- Initiate and implement procedures and activities that will improve the educational experience of all students.
- Create / delegate, implement and communicate the master schedule.
- Collaborate with Curriculum & Instruction to provide leadership for the maintenance, assessment, and improvement of curriculum.
- Motivate and direct teacher participation in curricular and other instructional projects.

F. School Management

The Elementary or Intermediate School Principal will:

- Implement district policy as it relates to students, parents/guardians and staff.
- Develop, monitor, and control the building budget.
- Provide information or prepare required local, state or national reports or forms.
- Work with custodial and maintenance team members, staff and other administration to recommend facility improvements.
- Serve as the building level school safety officer and designate an additional administrator or staff member to fill the second role.

F. Professional and External Relations

The Elementary or Intermediate School Principal will:

- Present to and/or represent the school in a variety of settings for maintaining ongoing community support for education goals and the district, such as forums, groups, and advisory councils.
- Serve as advocate for learners and appropriate public education
- Participate in professional learning activities on a local, state and national level.

- Remain current in and promote research and practices related to learners, education and instructional leadership.
- Develop relationships with community agencies and activities to support the school program.
- Collaborate with staff and other administrators to establish opportunities for parent/guardian and community involvement in school programs and activities.

G. Other Functions

The Elementary or Intermediate School Principal will:

- Perform all other duties as assigned by the Director of Elementary Curriculum & Instruction or District Administrator.
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, student records, parents/guardians, and staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as IEP's, 504's, District reporting forms, procedure manuals, curriculum guides, legal briefs and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, students and families.

Knowledge of instruction and assessment practices, child development, brain development and best practices in education.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Knowledge of conflict resolution and crisis de-escalation techniques.

Ability to integrate information and exercise considerable judgment to create solutions.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, turning, lifting, carrying, and reaching. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and far vision.

Work Environment

This job is performed indoors and outdoors in public spaces and in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 4/22/91

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12/11/95
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