

ELEMENTARY PRINCIPAL

DEFINITION

Under professional direction, to serve as the chief administrative officer of an elementary level K-3 school; to direct the formulation and implementation of operational procedures and practices; to plan, develop, and implement instructional objectives, and designs and implements procedures to evaluate instructional program effectiveness; to assist in the planning, development, and conduct of staff development and staff training programs; to plan, develop, and carry out public and community relations programs and activities; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programs, curriculum and instruction strategies. The job requires the ability to analyze and offer alternative problem solutions. The position classification has supervisory responsibility for the planning, assigning, reviewing, and evaluating the quality and quantity of work of certified and classified personnel. Frequently meets with staff to influence, motivate and monitor the objectives of the school operation.

This is a sedentary position that performs light work that involves sitting a portion of the time, but requires walking and standing for extended periods. This position requires accurate perception of sound, near and far vision, depth perception, handling and working with materials and objects, and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXAMPLES OF DUTIES

- Serve as the instructional leader and operational manager of a K-3 school
- Plan, design, and conduct follow-through strategies pertaining to curriculum development
- Implementation of instructional programs and activities designed to meet the unique needs of students and the educational community
- Work closely with the school staff in identifying educational and instructional needs, and in developing long- and short-range plans to improve the instructional process
- Plan, develop, organize, conduct, and maintain performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to district, state, and national educational standards and goals
- Plan, develop, organize, and administer support systems which provide optimal educational opportunities for elementary age pupils

- Confer and consult with school and district personnel, parents, and pupils pertaining to educational and behavior management problems and alternative problem solutions
- Establish and maintain a positive team building and team management system
- Confer with instructional and support personnel in developing alternative problem solutions to unusual or unforeseen problems
- Participate in budget planning activities, and develops expenditure review and control procedures to ensure a cost beneficial and cost effective operational mode
- Assume a leadership role in the functions and activities of site and district advisory committees and groups
- Assist the educational community in understanding the site and district goals and objectives, and the strategies utilized for achieving them
- Participate in the planning, development, implementation, interpretation, and administration of policies, rules and regulations
- Plan, develop, and provide management reports pertaining to the functions, activities, and general educational climate of the school facility
- Design a master calendar of programs and activities to implement the facility goals and objectives
- Keeps accurate and up-to-date attendance registers ensuring prompt entry in to the district data system
- Administers normal disciplinary measures in the school and keeps records on all disciplinary measures taken
- Supervises non-certified personnel
- Keeps the superintendent, school staff, and public informed of the education program in the school
- Plans and implements in-service programs for all personnel
- Supervises, or causes to be supervised, all student activities and programs within the school
- Attends all administrative meetings and implements program suggestions or changes
- Holds regular meetings of all instructional staff to keep them informed and advised of duties, policies, and possible curriculum changes

QUALIFICATIONS

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Procedures, methods, and strategies of organization, management, and supervision
- Modern innovative and creative curriculum and instructional trends regarding all grade levels of students
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness

- Human relations strategies, conflict resolution strategies, and team building principles and techniques

Ability to:

- Direct, lead, and coordinate the multifaceted functions and activities of a K-3 school
- Demonstrate effective instructional, organizational, and administrative leadership
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions
- Communicate effectively in oral and written form
- Plan, develop, and maintain effective organizational and community relationships

Certification Requirement

Credential from the Wyoming Professional Teaching Standards Board authorizing service as an elementary school principal.

In accordance with policy GBEC and procedure GBEC-R all new employees must submit to a pre-employment drug and alcohol test. Employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check.