

SCHOOL DISTRICT OF ALTOONA

TITLE: Elementary School Principal

JOB ANALYSIS: Being consistent with the District's mission and vision and using input from staff, the elementary school principal creates and implements a clear vision for the elementary school, and evaluates its success by using specific and measurable objectives and goals. He or she develops, coordinates, and/or supervises curriculum programs and learning communities demonstrating a strong understanding of current best practices in curriculum and instruction. The Principal is responsible for the learning and teaching that occurs within the elementary school, regularly monitoring staff and programming to ensure students receive the highest level of education as possible. The elementary school principal establishes and maintains a respectful, globally aware learning environment that is engaging to a student community with diverse academic, emotional and socioeconomic needs.

DUTIES AND RESPONSIBILITIES

As assessed by the District Administrator, the outcomes of the Elementary School Principal's job performance will be as follows:

Leadership – *organized, effective listener and collaborator, empowers staff to maximize their skills while holding them accountable for their performance*

- Will have effectively communicated, implemented and maintained District policies and procedures to students, staff, parents, and community.
- Will have assumed responsibility for his or her own professional growth and development through membership in professional organizations/learning communities, attendance at regional, state or national meetings, or enrollment in advanced courses.
- Will have provided effective leadership utilizing clear goals that empowers staff.
- Will have modeled good human relations skills and demonstrated positive interactions with all facets of the District and community.
- Will have demonstrated interest and leadership in student activities.
- In accordance with district policy, will have effectively implemented and supervised behavior improvement and discipline procedures regarding students.
- Will have effectively cooperated with law enforcement and other agencies.
- Will have effectively conducted health and safety activities, including fire and disaster drills, in a timely manner.

- Will have screened, selected, trained, transferred and/or dismissed personnel in a manner consistent with District policy that maintains high-performing staff.
- Will have effectively evaluated and communicated clear performance expectations to teaching faculty according to District policy.
- Will have participated in administrative team meetings, board meetings and such other meetings as required or as deemed appropriate.
- Will have efficiently supervised the utilization, maintenance, operation, safety and security of the school plant.
- Will have capably coordinated District support services, such as health, guidance, food, transportation and maintenance.
- Will have supervised the maintenance of accurate records on the progress and attendance of students. He or she will have transmitted site level records and reports to the district in a time-efficient manner.
- Will have established specific and measurable annual objectives deemed appropriate by the District Administrator.
- Will have effectively accomplished other duties assigned by the District Administrator.

Communication – *clear, consistent, positive, and with an emphasis on relationship-building*

- Will have effectively communicated with and responded to parents and involved them in various aspects of the school.
- Will have created and maintained positive, active relationships with the students, staff and the community. This includes being present at school-sponsored activities, athletic events, concerts, etc.
- Will have appropriately communicated and implemented District policies, goals, objectives and priorities to the building staff and community.
- Will have consistently provided timely and effective communications regarding incidents and/or situations, which might impact the elementary school, district, or community to appropriate district office/school personnel.

Curriculum and educational programming – *current, engaging, globally aware, deep knowledge of core subjects, with an emphasis on critical thinking and problem-solving*

- Will have effectively directed, coordinated, implemented and evaluated the educational programs of the Elementary School.
- Will have competently directed, coordinated and evaluated research and testing to measure the effectiveness of educational programs.
- Will have appropriately supervised and evaluated the federal and state instructional projects and/or building-specific projects.
- Will have appropriately developed and efficiently administered budgetary procedures for expenditure of site level funds.
- Will have satisfactorily supervised procedures for identifying and referring students with special educational needs (including those with IEP's and 504's, accelerated learners and G/T students).
- Will have coordinated and evaluated Elementary School level extra-curricular activities and student organizations and its supervisors.

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

TERMS OF EMPLOYMENT: 215 days; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Master's Degree
2. Valid State of Wisconsin certification
3. Minimum of five years teaching experience; preferably at the elementary school level.

Adopted: 01/21/13