

**ELEMENTARY SCHOOL PRINCIPAL
JOB DESCRIPTION**

- TITLE:** Elementary School Principal
- QUALIFICATIONS:** School Administration and Supervision (SAS) or School District Administration (SDA) Certification
- REPORTS TO:** Superintendent of Schools
- SUPERVISES:** All professional and support personnel assigned to the building
- LENGTH OF YEAR:** 12 Months

JOB GOAL:

The elementary school principal serves in an important leadership position in the Manchester-Shortsville Central School District. This administrator, under the general supervision of the superintendent of schools and in cooperation with other members of the Administrative Team, has responsibility for implementing the stated philosophy, policies, regulations, and contractual agreements of the Board of Education. In addition, the principal in the elementary school has the primary responsibility to help establish and improve the conditions necessary for elementary school students to experience overall scholastic success during their initial school years.

SPECIFIC RESPONSIBILITIES:

Under the general supervision of the Superintendent of Schools, the Elementary School Principal shall:

1. Supervise and evaluate professional, support, and classified personnel and programs in the building and make necessary recommendations.
2. Participate as an active and contributing member of the Administrative Team, and the Elementary School Building Team.
3. Maintain proper safety and health standards through required safety drills and health mandates, and help develop fair and reasonable disciplinary procedures.
4. Participate in the budgetary process by assessing staffing needs, making recommendations, and by preparing requisitions for necessary supplies and equipment.
5. File all required reports on a timely basis.

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6. Contribute to a positive public relations program.
7. Make timely decisions based on a problem-solving approach.
8. Communicate openly and effectively with students, parents, staff, community members, board of education members, and colleagues.
9. Foster good interpersonal relations among students, faculty, staff, and community.
10. Oversee functions delegated by the Superintendent to subordinates in order to promote organizational efficiency and effectiveness.
11. Supervise, in conjunction with the Director of Instruction, the standardized testing program in the elementary school.
12. Maintain the physical plant in good working order and recommend necessary repairs and/or alterations in conjunction with the appropriate administrator.
13. Collaborate with the Network Groups to recommend curriculum revisions, modifications, and changes to better meet the needs of students.
14. Work with the Elementary School Building Team in the development of a school improvement plan for the Elementary School.
15. Organize and manage the school and its program:
 - a. Be responsible for the overall operation of his building.
 - b. Supervise the inventory of the building and its equipment.
 - c. Supervise the recording of the distribution of all textbooks, library materials, supplies and equipment.
 - d. Work toward the attainment of educational goals outlined by the State Education Department and Board of Education.
 - e. Implement district policies and board directives.
16. To participate in Administrative matters:
 - a. Interview prospective candidates for teaching position and make recommendations for appointment of those he wishes to appoint to his building.
 - b. Make recommendations to the Superintendent for appointment, tenure, retention or dismissal.
 - c. Secure substitute teachers or other personnel as required.
 - d. Make recommendations to the Superintendent concerning items for the annual budget.

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- e. Approve all requests for building use.
 - f. Coordinate planning of field trips, assemblies, concerts, and other activities.
17. To organize the staff for effective supervision:
- a. Conduct faculty meetings for the improvement of instruction.
 - b. Establish orientation procedures for faculty members new to the building.
 - c. Working with the guidance counselor, coordinate work of special teachers with classroom teachers and establish a schedule for teachers concerned.
 - d. Conduct classroom observations and evaluations within the accepted guidelines for the evaluation process established by the district.

ADDITIONAL RESPONSIBILITIES:

- 1. K-4 testing coordinator.
- 2. Shall be the lead for Pre-School development.
- 3. Shall be the Crisis Team Coordinator

In addition, the Elementary School Principal shall assume other duties, projects and responsibilities as assigned by the Superintendent of Schools.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent of Schools in accordance with Board of Education policy.

TERMS OF EMPLOYMENT:

Twelve months according to the terms and conditions of the negotiated Agreement between the Superintendent and the Administrators= Association.