

# Board Policy

Code No. 304.5E17

## ADMINISTRATIVE DUTIES – ELEMENTARY PRINCIPAL

**TITLE:** ELEMENTARY PRINCIPAL

**QUALIFICATIONS:**

1. Master's degree from an accredited institution, with a major in administration and supervision.
2. Additional graduate work related to area of responsibility highly desirable.
3. A valid state certificate from the Iowa Department of Education to practice as an elementary school principal. (Endorsement #11)
4. A minimum of three years successful teaching experience required.
5. Iowa Department of Education Administrative Evaluator Approval.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** All personnel serving within the assigned school and other staff members designated by the Superintendent.

**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each child.

### PERFORMANCE RESPONSIBILITIES:

1. Makes data-driven decisions and demonstrates leadership that support the mission, goals, and interests of the district and of students.
2. Establishes a positive climate and an effective learning environment in the school.
3. Supervise and evaluate staff effectively for the improvement of instructional performance.
4. Supervises the instructional staff in the development and implementation of curriculum and student activities.
5. Responsible for establishing a master teaching schedule and assignment of allied curricular areas (physical education, music, art, etc.)
6. Conducts meetings of the staff as necessary for the proper functioning of the school.
7. Establishes standards for proper student conduct. Maintains student discipline within the framework of due process.
8. Directs the activities of school certified and classified staff members in the performance of their duties.
9. Responsible for the evaluation of secretaries, clerks, custodians, and teacher associates assigned to the building and for providing evaluative input for custodians and food service personnel as appropriate.
10. Assists in the recruiting, screening, hiring, training, and assigning of the school's staff.
11. Recommends, according to established procedures and policies, the removal of staff members whose work is unsatisfactory.
12. Responsible for the safety, security, and administration of the school plant.

13. Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in the school.
14. Acts as an administrative advisor to Parent and Community organizations associated with our school.
15. Develops, in conjunction with the central office, a program of public relations in order to further the community's understanding and support of educational progress.
16. Keeps the central office informed of the school's needs and concerns.
17. Administers and monitors the school budget and supervises school finances.
18. Responsible for the preparation and maintenance of reports and records appropriate to the school's administration.
19. Participates in administrative meetings and other meetings as required or appropriate.
20. Responsible for the implementation and observance of all Board policies and regulations by the school's staff and students.
21. Chairs and/or serves as administrative advisor on district curriculum committees. Responsible for curriculum work and product of the curriculum committees to which they are assigned.
22. Encourages staff development and professional growth for all employees.
23. Assumes responsibility for one's professional growth and development.
24. Performs other duties as assigned by the Superintendent.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrative Evaluation.

*Revised and Approved: June 19, 2006*

*Revised: February 1, 2010*

*Reapproved: February 1, 2010*