

Union Public Schools Job Description

Position Title: Principal - Elementary
Department: Teaching and Learning
Reports To: Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review, implementation, and professional development. Ensures effective instruction to maximize student achievement. Responsible for day-to-day building administration and the safety and welfare of students and staff, including during school sponsored activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Ensures effective instruction to maximize student achievement.
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Manages a building staff.
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff.
- Coordinates in-service training for staff.
- Maintains positive relations with parents, parent groups, school volunteers and outside agencies.
- Participates in District-wide activities, in services, committees, as appropriate.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Prepares and successfully manages the school budget, and works with financial management on budgeting/purchasing.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- Works with central office personnel to coordinate processes for the effective functioning of the school.
- Maintains current information and ensures compliance with legal/financial requirements of educational legislative reforms/revisions and mandates.
- Maintains current educational/administrative certificate and required professional development points.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Manages employees in the elementary school and early childhood centers. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's Degree and prior teaching experience at the elementary level.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Elementary Principal endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.