

School Administration**Individual School Administration and Supervisory Personnel****Elementary School Principal - Job Description**

Title: Elementary School Principal

Qualifications:

- Those specified by the Wisconsin Department of Public Instruction.
- Hold the appropriate valid Wisconsin administrators license or show evidence of working towards certification.
- Minimum of three years of successful teaching experience.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Superintendent of Schools

Supervises:

- School personnel (assistant principal, teaching staff, non-certified/certified support staff), and students.

Performance Responsibilities:**A. Provides Leadership**

1. Provides leadership in the identification, development, and implementation of district goals.
2. Provides leadership in the identification, development, and implementation of building goals.
3. Serves as a contributing member of the administrative team and on assigned committees.
4. Attends all necessary school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
5. Maintains a high level of integrity, is fair, and acts in an ethical manner.

B. Maintains Personal Professional Growth

1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
3. Maintains current knowledge of technology and systems related to job responsibilities.

C. Serves as Principal of the School

1. Coordinates and supervises the educational program for all students at elementary schools that results in a high level of learning for each student.
2. Establishes and promotes high standards and expectations for all students for academic performance.
3. Leads in the development, revisions, and evaluation of the curriculum.

4. Responsible for establishing, supervising, and maintaining student discipline and attendance procedures, and for maintaining high standards for student discipline and enforcement of school rules.
5. Plans, organizes, and directs the implementation of all school activities.
6. Assumes responsibility for student health and safety (fire drills, crisis drills, tornado drills, etc.).
7. Assumes responsibility for the safety and administration of the school building.
8. Supervises the preparation of all district or state required reports.
9. Responsible for preparation and monitoring of school budget.
10. Assumes responsibility for all students and programming and serve as the LEA as necessary
11. Understands and demonstrates competence in the Wisconsin Administrator Standards.
12. Facilitates a vision of learning and a culture of collaboration and excellence.
13. Supports a culture of innovation.

D. Supervises, Hires, and Evaluates Staff

1. Assist in the hiring, training, and assigning of school personnel.
2. Evaluate and supervise all assigned personnel.

E. Additional Responsibilities

1. Work with school Parent Teacher Organizations and other local community groups to foster understanding and support for the overall school objectives and educational programs.
2. Delegate authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
3. Perform other duties as assigned by the superintendent, or as appropriate to the job assignment.

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