

**School Administration****Individual School Administration and Supervisory Personnel****Elementary School Principal/Director of Summer School - Job Description**

**Title:** Elementary School Principal/Director of Summer School

**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 (teaching staff, non-certified/certified support staff), students, and summer school administrative assistants.

**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. Coordinates the District Summer School Program
1. Recruit and hire administrative assistants for purpose of building supervision.
  2. Recruit and hire all summer school staff.
  3. Coordinate the scheduling of certified and non-certified staff.
  4. Assist in the development, revisions, and evaluation of the summer school curriculum
  5. Coordinate the student summer school schedules and schedule distribution.
  6. Supervise staff as needed.
  7. Prepare and submit the summer school budget to the Superintendent of Schools for approval.
  8. Coordinate with the building principals and the Supervisor of Buildings and Grounds the use of all district facilities.
  9. Assist in obtaining sufficient and efficient means of transportation for summer school students.
  10. Review, update, and disseminate all policies and regulations pertaining to summer school.
  11. Complete and file all required state reports.
  12. Assume responsibility for planning and coordination of district migrant program.
- E. Supervises, Hires, and Evaluates Staff
1. Assist in the hiring, training, and assigning of school personnel.
  2. Evaluate and supervise all assigned personnel.
- F. 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.

**Policy Approved: July 22, 1999**

**Policy Revision: November 26, 2012**