

JOB DESCRIPTION - ELEMENTARY SCHOOL PRINCIPAL

- Qualifications: Shall possess Wisconsin Department of Public instruction certification required for an elementary school principal.
- Reports to: District Administrator
- Job Goal: The Elementary School Principal shall be the instructional leader of the elementary schools (Grades K-5) responsible for administration of instructional programs, supervision and evaluation of instructional staff and the daily operation and management of the elementary school buildings.
- Work Schedule: Normal work hours will be 7:45AM-4:15PM with a 30 minute unpaid, duty-free lunch period. Additional supervisory time is expected for extracurricular and board-related functions occurring outside normal school hours.

Responsibilities:

Operation and Management

1. Direct and assist elementary school teachers in implementing School Board policy.
2. Inform elementary school staff of all school regulations from the District Administrator and the School Board.
3. Develop the itinerant teacher schedule and assign duties to all elementary instructional staff.
4. Supervise the conduct of all elementary school personnel while on duty.
5. Supervise the daily operation of the elementary schools.
6. Establish procedures for and control student behavior.
7. Suspend after notifying parents any elementary school student for sufficient cause according to board policy and state statutes.
8. Classify and promote or retain elementary school students as outlined in board policies.

- needs.
6. Oversee the selection of elementary school instructional materials and aids for the elementary school.
 7. Insure that all elementary school materials are properly maintained and inventoried.
 8. Perform other duties as required by the District Administrator and the School Board.

Supervision and Evaluation of Professional Staff

1. Assist in the selection of elementary school instructional staff and provide orientation.
2. Inform District Administrator of any elementary school staff concerns.
3. Assign student teachers to appropriate elementary school faculty.
4. Administer master contract provisions and personnel policies.
5. Make recommendations for and assist in the discipline, remediation and dismissal of elementary school staff.
6. Evaluate elementary school instructional staff.
7. Process requests for personal, emergency, professional and sick leave and secure substitute teachers as needed for elementary school staff.
8. Provide general supervision of elementary school nonathletic, extracurricular activities.
9. Evaluate elementary school secretaries and teacher aides.

Coordination of Title 1 Program

1. Supervise and evaluate Title 1 personnel.
2. Prepare Title 1 annual application and consolidated plan.
3. Complete annual DPI evaluation of Title 1 program.
4. Evaluate gains of children in the Title 1 program as required by DPI.
5. Prepare action plans for all schools qualifying for school improvement.

Coordination of Gifted and Talented Program

1. Establish annually district Gifted and Talented Committee.
2. Review and revise as needed identification procedures for Gifted and Talented Program.
3. Maintain Gifted and Talented Program which meets DPI mandated guidelines.
4. Annually evaluate Gifted and Talented program.

Coordination of Remedial Reading Program

1. Review and revise as necessary identification procedures for Remedial Reading Program.
2. Maintain Remedial Reading Program which meets DPI mandated guidelines.
3. Annually evaluate the Remedial Reading Program.

Approved: December 12, 1991

Revised: July 1, 1996