

**MARION PUBLIC SCHOOLS
JOB DESCRIPTION
ELEMENTARY PRINCIPAL**

Reports To: Superintendent

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and 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.*

- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Manages all building staff (excluding central office)
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff. Coordinates in-service training for staff, disciplines students as required including bus disciplinary requirements.
- Assigns mentors to non-tenure teachers
- Maintain 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. Reports appropriately to staff and to community on Public Act 25.
- Requests the school building budget, works with budget manager 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 on legal/financial developments of educational legislative reforms.
- Maintains current educational/administrative certificate by meeting required course work of 6 credit hours or 18 CEU's every 5 years.
- Attend Board of Education meetings representing the Elementary School.
- Serves on various teams, either as a leader or a valued participant.
- Supervises the Crisis Management Plans. Trains staff.
- Performs duties not listed above

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.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Understand basic accounting principals.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish schools strategies, research practices, school improvement and effective leadership strategies. 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.

TIME AND SCHEDULING:

Recognition that a principal's job is to do whatever needs to be done. The workday may be long (very long). The workweek may include some weekends.

EDUCATION and/or EXPERIENCE:

Master's Degree, three years teaching experience, elementary certification, minimum of twenty (20) credits Graduate Educational Administrative credits.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.