

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Elementary School Principal

Qualifications:

Credentials: Elementary Education Administrative Certificate

Education: Masters degree in Education Administration, or related field.

Training or Experience Required: At least three years of teaching experience.

Specialized Knowledge: Demonstrates knowledge of federal education laws, state education laws, and North Central Accreditation Standards.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Communicates in clear, grammatically correct English. Composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, or building plans, contracts, regulations.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, etc...

Site: Elementary School

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs complex administrative duties under minimal supervision to oversee the education of students at an elementary school. In addition, has

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supervisory responsibility for both certified and support personnel and has management responsibility for the site and all its resources/equipment, etc. Oversees the curricula goals for the school. Ensures that board and district policies are enforced.

Provides leadership to ensure the quality of education. An incumbent in this position will utilize discretion, creativity, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution, under Board/Site direction.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience; providing counseling, negotiations, or mediation techniques as appropriate.

Essential Job Functions (Performance Expectations):

1. Provides leadership and supervision for instruction
 - (a) Oversees the implementation of district curriculum goals, philosophy and policies within the area of authority.
 - (b) Assists teachers in establishing meaningful goals, objectives and evaluation procedures related to educational enhancement.
 - (c) Assists teachers in evaluating their methods of instruction/teaching skills and effectiveness of learner outcomes.
 - (d) Ensures that teachers meet individual pupil needs and abilities and develop satisfactory growth in basic skills.
 - (e) Assists teachers in using community resources in their instructional program.
 - (f) Assists teachers in providing a classroom atmosphere conducive to maximum learning.

2. Maintains human resources and maintains productive relationship with staff
 - (a) EEO/Managing Diversity: Maintains an environment free of discrimination and sexual harassment in the workplace; encourages an environment of equal opportunity for all.
 - (b) Health and Safety in the Workplace: Promotes health and safety and eliminates unsafe and unhealthful working conditions; communicates with and properly trains staff to follow safety procedures; manages lost time due to worker accidents and injuries.
 - (c) Training/Employee Development: Oversees training of staff in the technical and procedural aspects of their jobs; Motivates staff to

participate in reviewing areas of responsibility to look for ways to improve performance; Encourages initiative and creativity without risk; Develops staff morale to reinforce successful performance; Provides opportunities for selected professional development experiences with staff that are geared toward excellence in education.

- (d) Other Personnel Activities: Properly administers new employee orientation; hiring; performance appraisal; corrective counseling; constructive discipline; EAP intervention and referral; grievance handling; problem resolution; assignment of work; and implementation of other personnel policies.

3. Provides leadership for students

- (a) Implements constructive student discipline to reinforce desired outcomes.
- (b) Provides environment where students assume responsibility for their own behavior and the attitude/behavior of their peers regarding school property and respecting the rights, properties, and opinions of others. Promulgates policy and provides proper leadership to eliminate harassment of any kind.
- (c) Treats students as individuals and encourages in students an appreciation for their civil rights and responsibilities of our democratic institutions.
- (d) Encourages the development of student behavior based on a sense of moral/ethical behavior and ennobling values.
- (e) Supervise the behavior and conduct of students on campus and at school activities both home and away.

4. Provides leadership for innovations and problem resolution

- (a) Encourages and oversees projects that resolve special problems.
- (b) Encourages and supports teachers who systematically plan innovative projects and techniques; provides necessary reinforcement without fear of failure.
- (c) Plans carefully the goals, objectives and evaluation of new projects and procedures and evaluates effectiveness of those projects.
- (d) Provides an environment that anticipates problems, involves staff in problem resolution, and encourages increased productivity and customer service.
- (e) Involves students and staff in developing and maintaining reasonable standards of conduct.
- (f) Helps teachers understand the sources of important problems they are facing in order to involve them in the resolution of the problem.
- (g) Effectively looks at necessary facts (costs, customer needs, policies, potential outcomes, etc.) before making important decisions. Involves the necessary parties who need to support the decision in the problem identification and resolution.

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5. Efficiently and Effectively organizes school operations to maximize student outcomes.
 - (a) Provides clear and consistent written and oral directions.
 - (b) Minimizes classroom interruptions encouraging maximum time on tasks.
 - (c) Plans and holds productive staff meetings.
 - (d) Only requires necessary paperwork.
 - (e) Administers attendance policies according to policy.
 - (f) Oversees the health and safety programs for students in the school.

6. Actively promotes positive community relationships
 - (a) Provides opportunities for community members to become involved in school activities.
 - (b) Solicits input from the community to develop goals for the school.
 - (c) Makes use of educational resources from the community.
 - (d) Constructively interprets the school program and the policies to the community.
 - (e) Keeps the community informed concerning the school program.
 - (f) Encourages teachers to maintain effective communications with parents.
 - (g) Encourages parents to get involved in corrective counseling/discipline with troubled students.

7. Maintains facilities and resources conducive to learning and which are cost effective
 - (a) Demonstrates fiscal responsibility, efficient and effective utilization of resources, and the proper accountability of revenues and expenditures; maintain inventory and/or cost-accounting systems.
 - (b) Systematically supervises and evaluates teacher utilization of teaching supplies and care of equipment and facilities; Provides for availability of supplies and equipment.
 - (c) Effectively maintains plant with the resources available.
 - (d) Ensures that maintenance and utility costs of buildings compare favorably with like schools in the area.
 - (e) Encourages students to show school pride in the buildings and school.
 - (f) Leads the school or office in economical use of materials and supplies.

8. Has personal characteristics that encourage customer service and quality leadership
 - (a) Customer Service: Implements program to encourage staff to be customer focused. This includes empowering subordinates to: (1) resolve customer problems; (2) interpret rules, procedures, and policies to assist customers;

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- (3) reduce the "red tape" that frustrates responsive decision making; and
 - (4) train and coach employees to provide better customer service.
 - (b) Managing Information: Provides clear and concise staff reports for School Board action; communicates professionally before the public, staff, and fellow employees; automates procedures that assist in decision making; listens and responds to ideas and suggestions of co-workers and subordinates; keeps his/her supervisor informed of critical concerns.
 - (c) Planning and Organizing: Conducts short and long range curriculum and other site based planning; anticipates customer needs due to changes in growth, demographics, revenue, and technological environments; evaluates and amends previous year's forecasting as changes occur; participates with team members both within the District and the community to set and attain District goals and objectives; responds quickly to new issues and challenges.
 - (d) Teamwork: Works with co-workers, subordinates, other administrators, and community leaders to provide service to the public; shares information, resources, and expertise to assist team members to accomplish organization/District objectives or goals; encourages cooperation among departments/divisions to solve problems.
 - (e) Positive Leadership: Exercises administrative discretion fairly showing due respect, concern, and warmth for others and an understanding of individual problems of both students and adults; shows support and enthusiasm for the school; gives full consideration to majority and minority opinions.
9. Continues professional development
- (a) Uses ideas from professional magazines and bulletins.
 - (b) Attends and contributes to professional meetings.
 - (c) Takes advantage of opportunities for professional growth that are available beyond the requirements of the District.

Supervision exercised: An incumbent supervises a large staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has responsibility to hire/fire, train, and evaluate employees.

Physical/Mental Requirements and Working Conditions: Only those that are part of the essential job functions or as contained within this description.

TERMS OF EMPLOYMENT: Work year to be established by the Superintendent.
Salary to be established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with Board policy.

Approved 03-08-93

Revised 02-13-96