

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - Elementary Principal

Primary Function:

The Elementary Principal will execute all duties required for an effective educational program and school plant for all elementary children.

Supervision Received:

The Elementary Principal is directly responsible to the Superintendent and/or his/her designee.

Direction Exercised:

The Elementary Principal is responsible for the supervision of all elementary staff members; professional and nonprofessional, student teachers, IU 8 itinerant teachers, and all students assigned to the Windber Area Elementary School.

Essential Duties:

1. Direct a program of continuous curriculum development for all levels in all subject areas with proper planned courses of study.
2. To develop and direct an appropriate monitoring and evaluation system of the curriculum program.
3. Carry out accepted system-wide policies formulated by the Windber Area School Board and school superintendent.
4. Assist the Superintendent in directing the in-service training of professional and classified employees through conferences, workshops, group discussions, committee studies, and the use of consultants for the purpose of improving staff competencies and program needs.
5. Cooperate with teacher preparation institutions in the selection of supervisory teachers and the placement of student teachers in the Windber Area Elementary School.
6. Prepare and administer the annual school budget.

7. Assist the Superintendent in the recruitment and selection of all teachers, aides and secretaries for the Windber Area Elementary School.
8. Conduct orientation programs for new staff members to the Windber Area Elementary School.
9. Evaluate and rate all professional employees through yearly observations and other forms of monitoring work assignments.
10. Evaluate and rate designated classified employees through yearly observations and other forms of supervision.
11. Develop all student schedules, teacher assignments and the master schedule.
12. Supervise and administer, including lunch and recess activities, the in-house discipline program.
13. Supervise pupil program reports, records and home correspondence, communication and conferences.
14. Direct all public relations with visitors, parents and teachers by:
 - a. Actively encourage and sponsor the PTO and assist them in planning PTO parties and other events.
 - b. Hold parent-administrator and parent-teacher-administrator conferences.
 - c. Participate in community activities (e.g. Lions).
 - d. Cooperate with other agencies on community recreation, health, safety, charity, etc.
15. Conduct periodic faculty meetings, grade level meetings and serve as resource person for special teacher groups.
16. Supervise student personal file data: standardized test results, health records, IEPs, etc.
17. Schedule, supervise and conduct all new student orientation.
18. Supervise elementary maintenance concerns in cooperation with the district Facilities Manager.

19. Complete all required reports commensurate with the Windber Area Elementary School and send them to their designated location.
20. Coordinate all conference and convention requests.
21. Conduct annual building inventory and supervise maintenance of all supplies, books, materials and equipment.
22. Attend all conference and regular monthly School Board meetings.
23. Represent the Elementary School at school functions.
24. Be responsible for the safety of everyone involved in the activities of the building and maintain procedures for dealing with emergencies such as fire, bomb threats, etc.
25. Establish and supervise procedures necessary to maintain the security of the building.
26. Help coordinate the Food Service program with the Food Services Manager as it affects the PreK – 5th grade students.
27. Help coordinate the Transportation System as it affects the PreK – 5th grade students.
28. Be responsible for maintaining order and discipline.
29. Be responsible for maintaining good student attendance.
30. Approve field trips and conferences according to the Board Policy.
31. Be responsible for the guidance adjustment of pupils through parent and student interviews, child study meetings, and cooperate with the guidance department.
32. Cooperate with legal authorities in matters concerning students and personnel within the building.

Secondary Duties:

1. To work with the assistant to the elementary principal in directing a program of continuous instructional delivery of all levels and in all subject areas with proper planned courses of daily study.
2. Assist the Superintendent in the formulation of educational policies and procedures for the Windber Area School District.

3. Assist in developing project proposals for federal projects for the Windber Area School District.
4. Assist the Superintendent with the recruitment, selection and supervision of substitute teachers.
5. Assist in the supervision and administration of student attendance program.
6. Supervise and administer all student orientation and graduation programs.
7. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
8. Perform temporary duties as assigned by the Superintendent.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Elementary Principal shall hold at least a master degree.
2. Knowledge of State and Federal regulations relative to elementary school instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary of the Elementary Principal shall be set by the Board of Education for this position.