

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Elementary School Principal
Job Family: Administration
Department: Administration
Typical Work Year: 11 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: December 17, 2013

SUMMARY: The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- | | | |
|---|------|---|
| D | 10% | Establish and promote high standards and expectations for all students and staff for academic performance, and behavior. |
| D | 25% | Monitor and improve the quality of classroom instruction by providing continual feedback on instruction, monitoring lesson plans, ensuring adherence to the articulated curriculum and providing ongoing professional learning. Ensure that the instructional programs engage students in learning experience that will facilitate mastery of the Colorado Academic Standards. |
| W | 10% | Collect and analyze data regarding the needs and achievement of students, including State assessments, local assessments, progress monitoring data and other pertinent information to monitor the implementation and effectiveness of educational services and programs. |
| D | 10% | Lead the Instructional Leadership Team in overseeing the development and implementation of the school's annual improvement plan, monitoring performance data, planning and implementing professional learning, developing the school-based budget, and building parental and community support. |
| D | 20 % | Organize school operations around improvement of instruction by maintaining a safe and orderly environment, upholding state laws, Master Agreements, and District Policies, managing personnel, maintaining facility to provide a quality learning environment, efficiently managing fiscal resources, establishing effective public relationships, and coordinating effective instructional programs with a master schedule. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions. |
| D | 5% | Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students |
| D | 3% | Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids. |
| D | 10% | Hire, train, supervise, and evaluate personnel, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements. |
| D | 5% | Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records. |

Ongoing 2% Perform other duties as assigned.

EDUCATION AND TRAINING: MA in Administration/Leadership/Curriculum and Instruction. First Aid Certification, Medication Administration, and CPR required within 3 months of hire.

EXPERIENCE: 3-5 years of teaching experience. Previous school administrative experience preferred with demonstrated experience in instructional leadership, school operations, conflict management, budget preparation and resource allocation.

CERTIFICATES, LICENSES, & REGISTRATIONS: Colorado Type D Certificate/Principal/Administrator's License.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Advanced knowledge of ability to develop, monitor and evaluate curriculum, discipline plans, IEP's, and supervision/safety plans.
- Knowledge of school law.
- Knowledge of data analysis, curriculum, assessment and instruction, budgeting and accounting, special education laws and master agreement/labor regulations.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies and building /department procedures.
- Ability to communicate, interact, and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the work place, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Superintendent

Direct Reports: Licensed Staff, Classified Staff, and Assistant Principals

BUDGET AND/OR RESOURCE RESPONSIBILITY: Building budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		

Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	