

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Elementary School Principal

This position is X exempt or non-exempt

PRIMARY FUNCTION:

Assume responsibility for all elements in the instructional program and the operation of the elementary school (Grades 3-5)

MINIMUM QUALIFICATIONS:

- Hold a postgraduate professional license in school administration; has completed graduate courses pertinent to the assignment; has teaching experience and prior school administrative experience is preferred. The principal should possess strong communication skills, effective organizational skills, and a collegial approach to team management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess high moral standards and integrity
- Have demonstrated professional and personal characteristics necessary for working effectively with school personnel, students, parents, and members of the community
- Demonstrates knowledge of elementary school instruction and operations
- Exhibits effective human relations and communication skills
- Demonstrates the ability to work effectively with faculty, students and parents
- Communicates effectively orally and in writing
- Possess skill in planning for, organizing, and facilitating instruction to include integrating technology into instruction
- Possess sufficient mobility to perform hall and school ground-monitoring activities
- Possess knowledge and understanding of special education programs and procedures

GENERAL PERFORMANCE RESPONSIBILITIES:

- Provide leadership for the instructional program
- Foster a positive school climate that promotes student learning
- Assist with school accreditation process
- Monitor and assess student progress
- Participate in meetings related to special education and Section 504
- Ensure appropriate student conduct consistent with school standards and division policies
- Provide staff leadership, development, and training
- Supervise and evaluate staff
- Provide effective management of the physical plant, financial accounts, instructional materials, and equipment
- Resolve conflicts and manage crises
- Develop positive school-community relations
- Interpret the school's instructional program to parents and the community
- Develop and implement an annual operating plan for the school which includes contributions by the staff, parents, students, and community members
- Develop and meet personal and professional goals from an established list of possible target areas and annual superintendent initiatives
- Ensure an attractive well-maintained, safe school facility and grounds
- Collaborate with Superintendent to develop budget
- Assist with implementation of long range plan and division goals
- Perform other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and contract length 12 months

EVALUATION:

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

APPROVED BY SUPERINTENDENT:

May 22, 2009