

PRINCIPAL - ELEMENTARY

Purpose Statement

The job of Principal - Elementary was established for the purpose/s of managing assigned elementary school site operations; coordinating site activities; representing the school within the community; and addressing situations and resolving problems and/or conflicts that could negatively impact the school.

Essential Functions

- Chairs committees (e.g. curriculum, safety, site advisory, ad hoc committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of efficiently managing the workload.
- Develops long and short term plans for the purpose of providing guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Directs the development, communication, implementation, and evaluation of quality learning programs and processes for the purpose of providing an environment conducive to learning and enhancing excellence, equality and equity for staff and students.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages a wide variety of school administrative functions (e.g. facility maintenance, budget, staffing, implementing policies, procedures and/or processes, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Participates in meetings, workshops, seminars, conferences, and trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of materials (e.g. status reports, presentations, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining community support for educational goals and/or assisting with issues related to assigned school.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises all school instructional and support personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; setting priorities; establishing and maintaining effective relationships; working with frequent interruptions; and frequently working extended or nonstandard hours.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Pertinent mandated federal, state, local and district policies, codes, rules and

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regulations; current and legacy instructional approaches and methodologies; accounting/bookkeeping principles; and principles of conflict resolution.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: provide direction and guidance; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; setting priorities; establishing and maintaining effective relationships; working with frequent interruptions; and frequently working extended or nonstandard hours.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job related area

Equivalency None Specified

Required Testing None Specified

Certificates & Licenses Teaching Credential & Administrative Services Credential

Continuing Education / Training None Specified

Clearances Criminal Justice Fingerprint/Background Clearance & Kansas Certification of Health

FLSA Status Exempt

Approval Date:

Salary Grade: