

## **Elementary Principal Qualifications/Duties**

**Position Title:** Elementary Principal  
**Immediate Supervisor:** Director of Schools  
**Work Year:** 12 Months  
**Work Day:** 7 ½ Hours (7:45 A.M. – 4:00 P.M. w/45 Min. Lunch)  
**Work Week:** 37 ½ Hours  
**Issued Date:** 10/08/01  
**Review Date:** 05/27/11

### **POSITION SUMMARY**

To provide administrative leadership in the development, implementation and support of the district's instructional programs at the building level. To supervise school functions. To serve as a member of the district Administrative Team. To assess building instructional and extra curricular needs. To communicate relevant information about building level programs on a local, state and national level. To work with appropriate personnel to develop effective strategies for implementing extra curricular and academic programs. To work with appropriate personnel to develop and implement staff development and training for building personnel. To report to the Director of Schools on all matters and concerns which require notification or approval.

### **EDUCATION AND EXPERIENCE**

- Valid Tennessee teacher license with administrative endorsement.
- Five years successful classroom teaching experience.
- Masters Degree

### **QUALIFICATIONS**

Demonstrate the ability to:

- Work cooperatively with district administrators, principals, and teachers,
- Maintain confidentiality of information associated with position,
- Communicate effectively in both oral and written format,
- Type at acceptable speed and accuracy levels,
- Manage the local school allocation budget,
- Develop and implement effective strategies for successful instructional programs,
- Stay knowledgeable in education trends and best practices,
- Develop and implement effective staff development activities as needed,
- Supervise educational professionals, technical and support staff,
- Work as a member of the Administrative Team,
- Account for building level inventories,
- Reason and make good judgements,
- Present information effectively in verbal and tabular format,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

### **ESSENTIAL FUNCTIONS**

- Supervise the operation and management of personnel and facilities.
- Assume administrative responsibility and instructional leadership for staff development, planning, management, operation, and evaluation of the educational program.

- Submit recommendations to the director of schools regarding the appointment and dismissal of all personnel.
- Assign specific duties to all personnel assigned to the school in his care.
- Keep the director of schools continually informed regarding the conditions of the school and its activities.
- Maintain good public relations with the community and use the community resources to enrich the learning program.
- Evaluate teachers and other personnel as outlined in state law, Minimum Rules and Regulations, and Board policies.
- Assume responsibilities for the implementation of curriculum guides for each grade level.
- Oversee the health and safety of students.
- Requisition supplies and equipment and all other materials necessary to operate the school through the office of the director of schools.
- Assume responsibility for having teachers' meetings, parent teacher conferences, school activities, and school exhibits.
- Ensure the proper care and accounting of all equipment, textbooks, and supplies assigned to the school.
- Assume responsibility for student teachers and give approval to a student teacher assuming duties.
- Select substitute teachers from a list approved by the director of schools.
- Report to the director of schools or his designee the names of all children of the list furnished to him that have not appeared for enrollment.
- Join the director of schools and the chairman of the Board in determining surplus property.
- Stay familiar with and ensure appropriate implementation of all board policies.
- Administer the Elementary athletic program.
- Observe all other rules and regulations relative to the operation of the schools as established by law and as contained in the Rules, Regulations, and Minimum Standards of the State Board of Education.
- Participate in local, district, or state administrative training sessions in areas of responsibility.
- Serve as building testing coordinator.
- Attend school board and administrative team meetings and submit reports as requested by the Board and director of schools.
- Assist with budget preparations in areas of responsibility as requested by the director of schools.
- Authorize expenditure of school funds.
- Supervise the flow of work orders to ensure that school repairs are completed as needed.

#### **OTHER RESPONSIBILITIES**

- Performs other work duties or responsibilities as assigned by the Director of Schools.

#### **PHYSICAL ABILITIES**

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.**