

Elementary/Intermediate Principal

Reports to: Supervisor of Elementary Education
Supervisor of Middle Education

FLSA Status: Exempt

SUMMARY:

Supervises instruction and curriculum development; and functions as building manager, instructional leader, school climate leader, staff developer, and school/community relations specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for the organization, administration, and supervision of the instructional program within the school;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Conducts studies, surveys, research, etc., as directed by the Division Superintendent of Schools for the betterment of the instructional program within the school;
- Develops and implements a school improvement plan that results in increased student learning;
- Involves the community and school staff in the preparation and implementation of an annual school plan, which shall be approved by the Superintendent;
- Plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the Standards of Learning;
- Develops plans for effective allocation of fiscal and other resources;
- Assumes responsibility for all funds collected, internal accounting, and preparing monthly financial statements as required by the School Board;
- Communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division;
- Oversees the identification and placement of students with disabilities under IDEA and 504 regulations;
- Ensures students with disabilities have access to general education curriculum and extra-curricular activities;
- Ensures collaboration between teachers including classroom and special education teachers;
- Ensures that IEPs meet the individual needs of the students to include:
 - Present level of performance
 - Least restrictive placement
 - Goals and objectives
 - Recommendations and modifications
 - Related services
 - Participation with non-disabled peers
 - Frequency, location, and duration
 - Transition and Age of Majority

JOB DESCRIPTION
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- Ensures that staff members design coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
- Ensures that staff members plan instruction to achieve desired objectives that reflect the Virginia Standards of Learning and division curriculum guidelines;
- Supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas;
- Provides for the evaluation of the school staff in compliance with policies prescribed by the Scott County School Board;
- Visits the classrooms frequently to observe first-hand the instructional methods, materials, and procedures used by teachers;
- Assumes responsibility for assisting in interviewing and making recommendations to the Personnel Supervisor for staffing of all school personnel;
- Provides staff development programs consistent with program evaluation results and school instructional improvement plans;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Coordinates the daily operation of the assigned area of responsibility;
- Manages human, material, and financial resources to ensure student learning and to comply with legal mandates;
- Interprets School Board, State Board of Education and Virginia School Law rules and regulations to staff;
- Demonstrates effective organizational skills to achieve school, community, and division goals;
- Promotes effective communication and interpersonal relations with student, staff, parents and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Provides service to the profession, the division, and the community;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Implements a discipline policy that fosters a safe and positive environment for all students and staff;
- Ensures the adequate supervision of students;
- Establishes and maintains rapport with students, school personnel, parents, and community members;
- Motivates students and school personnel to achieve maximum potential;
- Ensures that instructional time is protected from interruptions and intrusions;

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- Ensures that instructional materials and equipment are used to provide learning experiences that are compatible with the educational needs of the students;
- Holds regular faculty meetings and maintains effective communication with all school personnel;
- Encourages staff to take advantage of professional growth opportunities by assuming responsibility for a program of in-service training and staff development;
- Maintains sensitivity to individual personal staff situations/problems;
- Takes major responsibility for creating an effective environment for learning;
- Assigns all staff in the school to such duties, and activities as are necessary for the efficient operation of the school;
- Oversees that all staff members keep and submit accurate and up-to-date records, as required;
- Assumes responsibility for assigning faculty member(s) to supervise the loading and unloading of school buses and parent pick-up and drop-off station(s);
- Maintains and ensures the security of student records according to local, state, and federal guidelines;
- Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department;
- Coordinates the planning and implementing of the school budget;
- Arranges special events and prepares communications that help to interpret the school's programs to the parents and the community;
- Responds to needs and concerns of parents and other community members or agencies;
- Reviews requests and grants permission for the use of school buildings by community groups;
- Assumes responsibility for the supervision of students during the school day, while being transported to and from school, on school trips and during any activity or function sponsored by the school and attended by students;
- Makes a careful daily check of student absences and requires an excuse following each absence;
- Administers school rules and regulations which conform to the regulations of the County School Board of Scott County and the State Board of Education;
- Uses the resources of the community and involves parents and citizens in:
 - Evaluating the school program
 - Volunteer services in the school
 - Programs of supplemental instruction or enrichment;
- Coordinates the safe and efficient utilization of the school facilities for instructional, extracurricular, and community activities;
- Analyzes data on student achievement;
- Serves as a member of such committees and attends such meetings as the Superintendent shall direct;
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation;

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- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities;
- Coordinates the safe and efficient utilization of the school facilities for instructional, extracurricular, and community activities;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident, serious illness, or other matter pertaining to the general welfare of the student;
- Ensures the maintenance of accurate financial records and provides for the receipt of all funds in accordance with state accounting procedures;
- Conducts fund raising activities in accordance with School Board regulations;
- Maintains school handbook of policies and procedures, including: the school division's standards of student conduct and enforcement procedures, along with matters of interest to parents and students;
- Complies with and supports school and division regulations and policies;
- Communicates with students, student counselors, and parents through conferences and other means;
- Recognizes and rewards students' academic and/or conduct achievements;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Demonstrates non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of elementary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as an Elementary Principal or Administration/Supervision K-12.

PHYSICAL DEMANDS:

The physical demands described here 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.

Duties performed typically in school settings to include: school office, classroom, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.