

JOBDESCRIPTION  
DE SOTO AREA SCHOOLS  
ELEMENTARY PRINCIPAL  
GRADES PK - 5

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Reports to: District Superintendent

JOB RESPONSIBILITIES:

I. Supervision of Students

- A. Coordinate student attendance policies and procedures for grades PK through five.
  - 1. Attendance records and reports
  - 2. Truancy referrals
  - 3. Parent notification
- B. Coordinate programs that encourage positive student involvement.
- C. Review and establish, as needed, student discipline policies.
  - 1. Meets with the elementary staff, and other pertinent staff on a regular basis to discuss discipline strategies and policy needs.
  - 2. Maintain proper documentation and records of disciplinary cases.
  - 3. Refer a student to the proper student services as appropriate.
  - 4. Confer with parents and local authorities as appropriate.
- D. Assigns and coordinates the supervision of student activities.
  - 1. Oversee and schedule the student PK-5 activity calendar. Maintain and coordinate dates on the PK-5 master calendar.
  - 2. Assist the athletic director and other administrators in the supervision of home athletic contests and other school events on a scheduled basis.
- E. Administer and coordinate transportation of elementary (PK-5) students.
  - 1. Determines, communicates, and maintains standards for participation in student activities.
- F. Oversees student reports for grades PK through five (i.e. progress reports, grade reports, honor roll, attendance, activity involvement, truancy, etc.)
- G. Monitors and provides for supervision of hallways, bus loading, lunchroom, and all other areas when students are under school responsibility.
- H. Coordinates with local police to insure smooth functioning of school, both during school hours and after school.

II. Student Services

- A. Oversee, monitor, organize, and/or coordinate elementary student activities, assemblies, special day observances, etc.
- B. Organizes a system for dealing with discipline problems.
- C. Strives to know and understand students and consider their requests.
- D. Arbitrates conflict that arise among teacher/student/parent/support staff relationships.
- E. Oversee and monitors programs to reduce absenteeism, tardiness, and/or behavioral problems.
- F. Explains disciplinary code to students, staff and parents.
- G. Promotes staff participation at school events.
- H. Reviews and suggest changes to the student handbook to explain students' rights and responsibilities.
- I. The principal may suspend any student, not to exceed five days, for disobedience to any school employee or for conduct which interferes with the rights and privileges of other students and teachers.

III. Board Policies

- A. Review, implement, and enforce board policies and administrative rules in relationship to duties in his/her job description.

IV. Administrative Team

- A. Meet on a regular basis with other district administrators to discuss the problems of the district, discuss the agenda of the board meetings, and other items as appropriate.
- B. Report to the Superintendent the important events and conditions of the elementary.
- C. Assist District Administrator with the budgetary process.
- D. Screens and approves purchase orders in the 101-102 code to be submitted to the District Administrator.
- E. Participate in the development of district goals, objectives, and vision statement.
- F. Prepares and distributes the student handbook.
- G. Confers with District Administrator and legal authorities on legal issues as the situation demands.
- H. Assist the supervisor and maintenance personnel in supervising the cleaning and general repair of the building and grounds.

V. Building Use

- A. Complete the user contract for building, grounds, and equipment usage.
- B. Report any damage or problems caused by group usage to the Superintendent.
- C. Notifies the head custodian of events in the building and ensures that proper supervision is present at the event.

VI. Building Personnel

- A. Screen, interview, and recommend candidates for positions with primarily Elementary school responsibilities.
- B. Assign rooms for classes. Assign the supervision, as needed to operate a safe and orderly environment during the teacher's contracted day.
- C. Supervise building personnel other than custodial and maintenance personnel.
- D. Assist instructors in course material selection.
- E. Prepare and conduct staff meetings for elementary teachers and building personnel.
- F. Serve as a resource person in identifying and solving classroom problems PK-5.
- G. Orient new staff and teachers of elementary school to school procedures.
- H. Coordinate and evaluate the services to the elementary school of the library/media specialist, the music specialists and P.E. program.
- I. Maintain open lines of communication with staff members.
- J. Manages office operations.
- K. Conducts formal evaluations of elementary school teachers as prescribed by Board policy.
- L. Monitor and coordinate the regular supervision of all elementary school students at all regular and special events.
- M. Solicits and assigns substitute teachers.

VII. Educational Program Improvement

- A. Assigns students to elementary teachers/professional staff.
- B. Encourages and helps the faculty to develop innovative teaching methods.
- C. Confers with other principals and/or district personnel to coordinate educational programs across schools.
- D. Encourages the staff to search for and implement new programs.
- E. Encourages involvement of the staff in professional organizations and supports involvement in workshops and classes.

- F. Provides for meetings or training sessions in which staff can share ideas and professional experiences.
- G. Meets with faculty representatives to discuss faculty problems.
- H. Reviews and monitors educational programs to insure that they meet various student needs.
- I. Meets with other colleagues to discuss problems, their solutions, and new developments in education.

VIII. District Programs Coordination

- A. Remain up to date in the latest trends and research conducted concerning education and curriculum modifications/changes.
- B. Curriculum expansion and review
  - 1. Do preliminary screening for any new instructional techniques and materials.
  - 2. Review the instructional program to insure it meets or exceeds the requirements of the state standards.
- C. Assist the At-Risk Committee by providing for educational modifications (if possible) for specific students in need.
- D. Screen individuals who will serve as volunteers.
- E. Serves as a member of the Staff Development Committee.
- F. Serves on district-level curriculum and policy committees.
- G. Perform duties as required under the No Child Left Behind Act (NCLB) as it relates to the application process and monitoring or audit process.
- H. Performs duties as required of the District Assessment Coordinator PK-12.
- I. Perform the duties of Title I Reading/Math Coordinator.
- J. Provide active supervision, as requested, at activities, programs or events held throughout the district.

IX. Bulletins:

- A. Oversees and edits the composition and distribution of written communication generated within the elementary schools.

X. Community Communication:

- A. Work with other principals and staff members to create a public awareness of what the elementary school students and programs are doing.
- B. Organize and publicize parent teacher conferences.

XI. Professional Development:

- A. Maintain an ongoing development of professional skills.
- B. Maintains current knowledge of union-management contracts.
- C. Keeps informed about new techniques (i.e., in computer technology, human relations) and how they might affect various staff elements, and encourages appropriate educational effort.
- D. Participates in professional growth activities: attends professional meetings, reads professional journals, takes classes, or attends seminars on relevant topics. The Principal shall be allowed expenses as incurred.

APPROVED: August 20, 2007

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