



2.9 PRINCIPAL - ELEMENTARY SCHOOL

Qualifications

New York State certification as School Building Leader (SBL)/School Administrator Supervisor (SAS) or School District Administrator (SDA)

Reports To

Superintendent of Schools

Description

The Elementary Principal is the chief administrative officer of the elementary school to which assignment is made. The Principal provides visionary leadership and sets high expectations for student learning on both strategic and operational goals. The Principal acts as the intermediary officer between the Superintendent and the buildings' teaching staff, non-teaching personnel, students and parents. The duties and responsibilities relating to the job of the Elementary Principal are listed below in seven major categories.

Supervises

Assistant Principal
Building level faculty & staff

Responsibilities

Instructional Program and Curriculum Development focuses on teaching and learning that is consistent with State Law, Commissioner's Regulations, Board Policy and Administrative Regulations.

2. Provides instructional leadership of the educational program and develops unique aspects of the total program through such things as:
 - a. Classroom visitations, conferences and meetings with staff.
 - b. Providing staff development for teachers and staff as needed.
 - c. Establishing a climate of openness for considering new ideas, and works to create a shared vision.
 - d. Encouraging teachers to continue their professional growth.
 - e. Providing positive recognition for quality work.
3. Evaluates the building curriculum considering such things as assessment data results (both qualitative and quantitative) and monitors stakeholder feedback.
4. Consults with and coordinates the services of the resource personnel (Reading, Speech, Resource Room, Psychologist, Social Worker) so that all classroom teachers and students may receive effective assistance.
5. Communicates with the Central Office and Board of Education concerning building curriculum and other building issues not covered by Board policy or regulations.
6. Coordinates program development with budget availability.
7. Orients and assists new staff members.



14. Coordinates the process of assigning students to teachers.
15. Assists staff members with the development of a daily class teaching schedule.
16. Organizes, coordinates and schedules school assemblies.
17. Monitors the report card system.
18. Supervises the administration of State assessments and standardized tests.
19. Coordinates Federal Aid programs assigned to the building.

Business and Budget Management

1. Assists in the development of the annual District budget, including building budget.
2. Manages the school's budgeted allocations.
3. Maintains a continuous awareness and/or record of school budget accounts in conjunction with the Business Office.

Student Behavior, Services and Activities

1. Coordinates the services of teachers, psychologists, social workers and others in carrying out effectively preventative and remedial measures in coping with serious behavior problems.
2. Communicates with parents of children having serious behavior problems about working effectively with the child.
3. Communicates with the Middle School Principal concerning preventative and remedial measures for students transitioning to 6th grade.
4. Ensures that proper records are maintained on all students.
5. Administers, along with the School Lunch Manager, a program of record keeping involving free lunches, reduced price lunches, free milk and a system of charging lunches.
6. Administers, along with the Director of HPEA, the school health services program:
 - a. Immunizations
 - b. Communicable Diseases
 - c. Medication
7. Organizes and supervises student attendance policies and procedures.
8. Assists the transportation supervisor and/or parents in the solution of building-related transportation problems.

Community Relationships

1. Works cooperatively with Parent-Teacher organizations.
2. Effectively communicates the school's programs to the community.

Personnel

1. Recruits, selects, evaluates and supervises building professional staff members.
2. Develops and administers sound personnel practices which lead to a collaborative team effort.
3. Selects, supervises and evaluates building clerical staff and teacher aides.
4. Oversees parent and community volunteers.

**Organization, Supervision and Coordination of Building Facilities and Equipment**

1. Supervises and works with the head custodian and cleaning staff on care and maintenance of the building.
2. Coordinates the in-school calendar of activities with the needs of the non-school groups for use of the building.
3. Plans and organizes programs of student and staff safety through such means as meetings and procedures for fire, safety, and bus transportation drills.
4. Maintains a system of records regarding the use of the building facilities and equipment.
5. Maintains an inventory of building equipment.
6. Arranges for and conducts building fire inspection and playground safety inspection.

Miscellaneous

1. Works collaboratively with the District leadership team.
2. Actively participates in District-wide activities and support initiatives.
3. Performs related duties as required or assigned by District administration.