

KALIDA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ELEMENTARY PRINCIPAL	File 104
Reports to:	Superintendent	
Job Objectives:	Serves as the elementary school's head administrator and instructional leader. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio principal's license appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Directs the delivery and continuous improvement of educational programs to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.· Participates as an active member of the district's management team.· Upholds board policies and follows administrative procedures.· Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.· Helps develop and implement the district's continuous improvement plan.· Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.· Administers the board-approved budget for assigned areas of responsibility.· Develops a master schedule. Ensures the equitable distribution of workloads and extra assignments. Provides for classroom coverage during teacher absences.· Prepares and distributes a school calendar. Observes established school hours.· Oversees the scheduling and evaluation of school events and extracurricular activities.· Enforces applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.· Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.· Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.· Oversees student testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.· Administers the provision of a summer school program as required.· Encourages staff to develop and disseminate innovative program materials.· Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.· Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.· Participates in parent conferences and IEP meetings as requested.· Provides guidance, communicates high expectations, and shows an active interest in student progress.· Ensures that services are provided in the least restrictive educational environment.	

- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues. Administers student discipline procedures (e.g., recommendations, hearings, appeals, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Implements safety procedures to protect school property and help ensure the health and well being of students, staff, and visitors.
- Provides staff supervision for student activities (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Oversees procedures to ensure that all medicines are stored and dispensed safely.
- Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Provides opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:	Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.
Working Conditions:	<p>Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.</p> <ul style="list-style-type: none">· Duties may require operating and/or riding in a vehicle.· Duties may require prolonged use of a computer keyboard and monitor.· Duties may require working extended hours.· Duties may require traveling to meetings and work assignments.· Duties may require working under time constraints to meet deadlines.· Exposure to adverse weather conditions and seasonal temperature extremes.· Potential for exposure to blood-borne pathogens and communicable diseases.· Potential for interaction with disruptive and/or unruly individuals.
Performance Evaluation:	<p>Job performance is evaluated according to the policy provisions adopted by the Kalida Local School District Board of Education.</p> <p>The Kalida Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.</p>