

AMELIA COUNTY PUBLIC SCHOOLS
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Elementary School Principal
REVISION DATE: June 2018
LOCATION: Elementary School
STATUS: Exempt, Full Time – 12 Months

PRIMARY PURPOSE:

To be the instructional leader of the school and to be responsible for assuring that a quality educational program is provided for all students by the professional instructional personnel within the building. To provide leadership in assessing the needs of the students within the appropriate resources which will maximize their achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide an instructional program consistent with the goals and objectives of the school division.
2. Provide for the continuing development and implementation of an effective instructional program through classroom supervision and instructional leadership.
3. Work with school staff and community to maintain an atmosphere conducive to learning and appropriate student behavior.
4. Utilize available supervisory personnel to ensure an effective instructional program.
5. Supervise and evaluate the performance of each member of the school staff and establish an individual program for improvement consistent with the division's staff development program.
6. Advise the personnel office of staff needs, and participate in the recruitment, employment, assignment, promotion, transfer, non-renewal and dismissal of licensed and classified personnel.
7. Organize and supervise matters related to student registration, scheduling, orientation and the development of the master schedule.
8. Work with other school and division administrators to provide for horizontal and vertical articulation of the instructional program.
9. Foster effective home-school communication by providing opportunities for parents and teachers to discuss student progress and other matters of mutual concern, and by encouraging community involvement in school activities.
10. Supervise and evaluate all student activities and athletic programs and ensure appropriate student discipline at all school-sponsored events.
11. Foster effective school-community relations by working with advisory groups and social service agencies, and by facilitating community use of the school as established by School Board policies.

12. Promote good working relationships among staff members.
13. Devise and administer a school budget, utilizing all available funds, which. Is consistent with division instructional and administrative goals; supervise the maintenance of accurate bookkeeping and accounting of school funds.
14. Exercise leadership in the development, implementation and interpretation of School Board policies and division regulations.
15. Maintain proper utilization, care and attentiveness to buildings and grounds.
16. Be involved in professional enrichment to the extent necessary to keep abreast of developments in secondary education and in the field of education generally.
17. Communicate effectively with others.
18. Communicate effectively in writing, using the English language.
19. Review, understand and apply concepts presented in training programs, conferences and/or professional literature.
20. Work with and cooperate with supervisory staffs at all levels.
21. Perform other administrative duties that may be assigned by the Superintendent, or designee.

MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in education and in the field of general education.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 25 pounds.
3. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – The Principal will serve with students, staff, parents, colleague and administrative groups as requested in advancing educational and related activities and objectives.
5. Record-keeping – The Principal will perform such record-keeping functions as are necessary and appropriate.
6. Public Relations - Demonstrate a positive relationship and good overall customer service with all stakeholders.

SUPERVISION EXCERCISED:

The Principal will supervise the work of all school staff as assigned, both instructional and classified.

SUPERVISION RECEIVED:

The Principal performs duties under the supervision of the School Superintendent.

MINIMUM QUALIFICATIONS:

- Minimum of a Master’s Degree required
- Current Postgraduate Professional K-12 License with an Administration and

Supervision Endorsement required

- At least three years of experience in K-12 public education as a teacher, administrator, or coordinator required
- At least one year of experience at the applied level preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of instructional leadership and support services
- Excel in use of computer/technology and applicable software
- Ability to plan and supervise the work of others
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: June 2018)