

## **JOB DESCRIPTION**

**DEPARTMENT:** ADMINISTRATION

**JOB TITLE:** ELEMENTARY SCHOOL PRINCIPAL  
208 Day Contract (10 month) Level C

**REQUIREMENTS:**

- A. Education Level:** Master's degree in an approved program which qualifies for elementary principal certification with the state of South Dakota.
- B. Experience Desired:** A minimum of four years' teaching experience at the elementary level and previous administrative or administrator intern experience.
- C. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking, writing. Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- D. Other Requirements:** Excellent verbal and written communication skills. Knowledge of the best educational practices and effective schools research.

**REPORTS TO:** Superintendent of Schools  
Assistant Superintendent- Administrative Services  
Assistant Superintendent – Curriculum & Instruction

**DATE:** Revised January 2019

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Assumes responsibility for the administration of assigned building.
2. Assists in assignment of all staff members, including hiring of new staff.
3. Assumes responsibility for the supervision and evaluation of all employees assigned to the building.
4. Promotes and supervises an effective instructional program which is consistent with the District curriculum.
5. Monitors student achievement and works with the teachers to improve student performance.
6. Provides leadership in curriculum development, implementation, and evaluation along with other administrators.
7. Administers the building budget, requisitions needed supplies and materials in compliance with state regulations, policies and regulations of the school board.

8. Identifies opportunities for professional growth of staff.
9. Chairs the three-year review committees and initial IEP staffing meetings.
10. Establishes and maintains good relationships with parent organizations, community members, civic, service and professional organizations.
11. Works cooperatively with site council and other groups within the building.
12. Communicates with staff, parents, students and the community about school activities and events.
13. Assumes responsibility for the security, safety of students and appearance of the physical plant.
14. Performs other duties as assigned by supervisors.

**WORKING CONDITIONS:**

<b>A.</b>	<b><u>Inside</u></b>	<b><u>Outside</u></b>	<b><u>Both</u></b>
			<b>XXX</b>

**B. Climatic Environment:**

Typically, work is conducted in a comfortable environment. Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

**C. Hazards:**

For some buildings, stairs, and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name