



Littleton Elementary School District Position Description

TITLE:	K-8 Principal
QUALIFICATIONS:	Valid Arizona Elementary Principal Certification MA Degree in Education Administration or related field Such alternatives as the Board may find appropriate and acceptable
REPORTS TO:	Superintendent
SUPERVISES:	All employees as assigned by Superintendent

GENERAL STATEMENT OF RESPONSIBILITIES: To serve as an instructional leader with strong supervisory and administrative skills to promote the educational development of each student.

ESSENTIAL FUNCTIONS/PERFORMANCE RESPONSIBILITIES:

- Supervises the school's educational program.
- Establishes and maintains an effective learning climate in the school.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Assists in the development, revision, monetary implementation and evaluation of the District's Curriculum.
- Responsible for the selection, training, supervision and evaluation of school personnel.
- Plans, supervises and reports fire drills, bus evacuations and emergency crisis intervention plans on a monthly basis.
- Maintains high standards and expectation of self, staff and students.
- Responsible for reinforcing positive student conduct and enforcing discipline as necessary; in accordance with governing board policy and due process to the rights of students.
- Assists in the in-service orientations and training of teachers with special responsibilities for staff administrative procedures and instruction.
- Prepares or supervises the preparation of all school records and reports for the school compliance with district, state and federal laws.
- Assumes responsibility for the attendance, conduct and health of students and supervises the maintenance of accurate records on the progress reports, student's attendance and parent information correspondence as needed.
- Assumes the responsibility for preparation, management and accountability for the school budget and monitors expenditures of funds generated by student activity and/or tax credit accounts
- Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.
- Attends and assists in the planning and development of special events held to recognize student achievement, athletics and school/community-sponsored events.
- Maintains open lines of communication between parents and teachers and facilitates meetings/conferences when appropriate.

- Conducts direct and frequent observations of the instructional programs.
- Establishes goals and objectives for school improvement plans based on analysis of student achievement data.
- Serves as a member of the District's Administrative team to reach solutions on District matters that relate to personnel, transportation, special educational and instructional support services.
- Assumes responsibility for personal professional growth and development through membership and participation in professional organizations and university coursework.
- Keeps abreast of changes and developments in education by attending professional meetings, networking and reading professional publications.
- Conducts direct and frequent observations of the instructional program and supervises the school's teaching process.
- Serves as an ex officio member of all committees and councils within own school.
- Organizes and administers the public relations program for own school.
- Organizes and administers the public relations program for own school.
- Delegates authority as needed to responsible personnel in the absence of the Principal.
- Organizes the school day, events and activities to ensure the maximum amount of time is dedicated to quality instruction.
- Leads in the development, monitoring, implementation and evaluation of the school's instructional program designed to meet the needs of students at their appropriate level of instruction.
- Collaborates with the high school District on a regular basis to enhance our student's preparedness and ensure students are transitioning appropriately.
- Responsible for the development and implementation of a professional development program for staff to utilize assessment results and enhance skills in teaching, learning, raising student achievement and improving school programs and services.
- Responsible for custodial personnel assigned to building and ensuring grounds and buildings are being well kept in an efficient, suitable manner.
- Assumes any other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.