

# SOUTH SIOUX CITY COMMUNITY SCHOOLS

## ELEMENTARY PRINCIPAL

<b>Reports to:</b>	<b>Assistant Superintendent</b>
<b>Classification:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>Days according to school calendar as approved by board policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### JOB SUMMARY

The Elementary Principal uses leadership, supervisory, and administrative skills so as to promote the educational development of each student. Also uses the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities.

### PERFORMANCE RESPONSIBILITIES

- Chief administrator of the elementary school and serves in both a leadership and management role.
- Responsibilities extend to all activities of the elementary school.
- Serve as an educational leader of the school and as a positive contributing member of the administrative team.
- Administer, as chief administrator, the development and maintenance of a positive educational program designed to meet the needs of all students and to carry out the policies of the Board of Education.
- Study and review with staff all curriculum guides and courses of study on a continuing basis. Recommend to the Superintendent or designee, for Board adoption, curricula, courses, textbooks, the school calendar and time schedules.
- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Ensure that the mission and goals of the school district are adequately reflected in the school's educational program and operations.
- Develop and maintain a positive, professional rapport with students and parents.
- Attend and participate in Board meetings and its committees as requested by the Superintendent.
- Prepare and submit to the Superintendent and administrative team recommendations relative to all matters requiring Board action, placing before the Superintendent and administrative team such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- Serve as a leader to assist the Superintendent to develop a vision for the school district and a comprehensive long-range plan. Recommend to the Superintendent or designee, annually, district-wide goals and monitor and report on the progress toward achieving established goals.
- Recommend and implement the school district's professional development plan and staff training.
- Conduct staff observations and evaluations in accordance with the Board evaluation policy and legal requirements and assure that observations and evaluations are completed by others who are delegated such duties. Implement improvement or corrective action plans when needed.
- Recommend to the Superintendent or designee for final action the promotion, salary changes, demotion, or dismissal of any employee. Where such are within the authority delegated to the Elementary Principal, take such actions with employees and report, when appropriate, to the Superintendent or designee.
- Develop and maintain a positive and professional working relationship with the staff.
- Recommend budget priorities and the allocation of sufficient funds for each program of the school. Prepare at request of the Superintendent or designee the annual budget needs of the school.

Administer the adopted budget for the school in accordance with legal requirements and adopted Board policies.

- Ensure funds are spent prudently by providing adequate control and accounting of the school's financial and physical resources and the development and implementation of sound business practices consistent with Board policy and law.
- Implement procedures for the efficient and fiscally prudent purchase of goods and services within the limits of the adopted budget. Purchase equipment, materials and supplies within the annual budget or as directed by the Board or the Superintendent in accordance with the Board policy, using bidding procedures where required.
- Maintain a current inventory of textbooks, library books, equipment, and supplies.
- Develop programs to ensure adherence to codes and facility safety, security, and maintenance, including implementing fire, tornado and other drills as required by law, Board policy and directives of the Superintendent or designee.
- Recommend to the Superintendent or designee short and long-range facility needs.
- Represent the school before the public and establish and maintain a program of public relations to keep the public well-informed of the programs and activities, policies and practices, and needs and successes of the school, so as to promote a positive relationship between the school and the community.
- Develop school partnerships with businesses, communities, and other organizations to help meet identified educational needs and to provide school-to-work programs.
- Administer the school in conformity with the adopted policies of the Board, state and federal laws and regulations, and all other laws and regulations.
- Keep current with educational trends and school management developments by attending conferences and other professional development activities.
- Develop and distribute staff and parent-student handbooks. Insofar as the provisions of such handbooks, manuals or booklets are not in violation of the policies and regulations or the officially adopted practices and procedures of the Board or law, these contents of the handbook shall be binding.
- Take necessary steps to assure the safety and welfare of students and employees in the school and at school sponsored activities.
- Complete, or oversee the completions of, all reports and forms required by the Nebraska Department of Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.
- Maintain directly or through delegation such personnel, student, business, and other records that are required by law or by Board policy. Serve as the custodian for school records.
- Adhere to the code of ethics of the District, the Nebraska Department of Education (NDE Rule 27) and the American Association of School Administrators. The Elementary Principal must serve as a positive role model for staff and students.
- Provide information to the board, other administrators, and employees by telephone, in written form, e-mail, or in person; in meeting of the Board, committees, or staff meetings. Communicating with people outside the school district representing the school district to the public, government agencies, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail; in meetings, conferences, or presentations.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. This includes assigning work to staff, establishing employee performance standards, evaluating performance of employees or contract personnel, maintaining group discipline in an educational setting, motivating staff to achieve work goals, orienting new employees, and supervising extracurricular activities.
- Scheduling events, programs and activities, as well as the work of others.
- Monitoring and controlling resources and overseeing the spending of money; including developing budgets.
- Recruiting, interviewing, selecting, hiring, and promoting employees in an organization. This includes: developing staff plan, conducting interviews and evaluating information from employment interviews, taking action to hire, discharge, transfer, or promote staff or to recommend such action.

- Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics. This includes: consulting with and providing advice to the Board on operations of the school, consulting with parents and staff to determine student needs and to develop programs, and recommending modifications to educational programs.
- Perform other tasks or duties as assigned by the Board or the Superintendent.

**EDUCATION AND/OR EXPERIENCE**

- Valid Nebraska Administrative and Supervisory Certificate
- Masters degree required

**SUPERVISES**

- All certified teachers, resource personnel, traveling teachers, aides, secretaries, and daytime custodial personnel, while functioning in the assigned school.
- The principal may delegate performance of management duties. Such delegation does not relieve the Elementary Principal from ultimate responsibility or accountability.

<p align="center"><b>Physical Requirements Elementary Principal</b></p> <p>E = Essential NE = Non-Essential</p>	Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
	NE	NE	E	E	E
<b>Stamina</b>					
1. Sitting				X	
2. Walking				X	
3. Standing		X			
4. Sprinting/Running	X				
<b>Flexibility</b>					
5. Bending or twisting at the neck more than the average person		X			
6. Bending or twisting at the trunk more than the average person		X			
7. Squatting/Stooping/Kneeling		X			
8. Reaching above the head		X			
9. Reaching forward		X			
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job			X		
14. Typing non-stop		X			
<b>Use of Arms and Hands</b>					
15. Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16. Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				

19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds		X			
24. 51 to 75 pounds		X			
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
<b>Carrying</b>					
27. 10 to 25 pounds		X			
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				