

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

1/12 Effective Date	<u>PRINCIPAL, ELEMENTARY SCHOOL</u> Job Title	3.4.4A Index
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1. Primary Function: Leads, directs and administers all school operations and activities of an elementary school including instructional programs, support services, teacher in residence training program, demonstration classrooms, facility and ground operations, maintenance, student activities, and community relations activities.

2. Responsibilities:
 - 2.01 Plans, develops, and supervises the instructional programs of the school within the policies, guidelines, rules, and regulations of the School Board, Superintendent, State Board of Education, and state and federal regulations, including curriculum, teaching materials, and methods necessary to meet the Oregon requirements.
 - 2.02 Keeps abreast of all existing and emerging District, state, and federal policies, guidelines, and regulations in order to maintain high academic standards for all students.
 - 2.03 Monitors assessments of all required testing by the state and District.
 - 2.04 Directs the development, writing, evaluation of data, and monitoring of the school CSIP.
 - 2.05 Coordinates building staff professional development activities in alignment with the Comprehensive School Improvement Plan (CSIP) goals, the Comprehensive District Improvement Plan (CDIP) goals and the District Strategic Plan.
 - 2.06 Works cooperatively with University teacher preparation programs with placement, supervision and evaluation for teacher candidates in residence.
 - 2.07 Makes staff assignments; selects, recommends hiring and termination, and recommends employment and contract status for staff.
 - 2.08 Coordinates evaluation of all building staff including classified and licensed, following District guidelines.
 - 2.09 Maintains an emotionally healthy and physically safe environment conducive to the total educational development of the students. Promotes and maintains effective student discipline. Develops and implements plans for emergency situations.
 - 2.10 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school reform programs and student achievement. Represents the school at a variety of community functions which promote school and community needs.
 - 2.11 Communicates with all school support services such as custodial services and physical plant operations including facility and grounds repair, maintenance, and alterations.
 - 2.12 Provides for the supervision of all student activities including after school programs (e.g., contracted services, child care), student government, academic programs and clubs, evening programs, music group performances, athletic events, etc.

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- 2.13 Establishes and maintains an operating budget within the allocated school budget, Associated Student Body (ASB), and Trust and Agency (T&A) accounts; monitors fiscal records, and controls expenditures within approved budgets.
- 2.14 Establishes and maintains staff evaluation records, and counsels and advises students, staff, and parents on personnel related matters.
- 2.15 Monitors and supports Student Study Team/ (SST/CST) and the special education referral process. Assures the development and provision of TAG plans, IEPs, 504 accommodations, and acts as District representative in the IEP process.
- 2.16 Maintains effective communication with the District through planning and informational meetings.
- 2.17 Performs other related duties as assigned.

- 3. Major Planning Requirements:
 - 3.01 Develops plans to ensure that instructional programs result in educational progress in all curriculum areas at all grade levels consistent with established guidelines, goals, and objectives.
 - 3.02 Develops plans to meet special needs of students and the community, and to utilize special resources from within the District school system and community.

- 4. Key Relationships:
 - 4.01 Director, Elementary Education: Reports to this position.
 - 4.02 School, licensed and Education Support staff: Supervises these positions.
 - 4.03 University Deans, Program Supervisors and Clinical Faculty. Collaborates with these positions to effectively support and assist in the training of teacher-candidates.
 - 4.04 Director, Instructional Services: Calls on director and staff for services in School Improvement, Assessment and Evaluation, Curriculum, and Student Records.
 - 4.05 Director, Student Services: Calls on director and staff for services in the development of programs to meet special student needs.
 - 4.06 Director, Human Resources: Calls on director for services and works with director on individual personnel problems.
 - 4.07 District Administrators: Keeps them informed on progress of educational and student programs.
 - 4.08 Parents, Community Groups, and Organizations: Keeps them informed on the school's goals, objectives, programs, and activities. Calls on them for advice and counsel on community needs, and calls on them for volunteer services and special community resources.
 - 4.09 District School Board: Meets with them when requested.

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- 4.10 Director, Facilities and Auxiliary Services: Calls on director and staff for needed services in Transportation, Custodial Services, Maintenance/Ground, and Physical Plant Operations.
- 4.11 Assistant Superintendent. Calls on position and staff for issues involving student discipline, expulsion, and attendance.
- 4.12 Director of Communications: Calls on director and staff for needed services in maintaining effective communication with parents and community-at-large.
- 4.13 Director of Financial Services: Calls on director and staff for assistance in Payroll, Risk Management, and Food Services.
- 4.14 Director, Technology and Information Services: Calls on director and staff for assistance in Districtwide computer operations and technology support.

- 5. Minimum Qualifications:
 - 5.01 Master's degree.
 - 5.02 Experience: Five years of teaching experience and three to five years of administrative service or a combination thereof.
 - 5.03 License: IAL or CAL.
 - 5.04 Oregon Initial Continuing Administrative License

- 6. Term of Employment: 223 days.

- 7. Salary Level: Grade 208.

- 8. Working Conditions:
The position generally works in a school/office environment with frequent travel to day and evening meetings and activities.