



## JOB DESCRIPTION

<b>Job Title</b>	Elementary Principal
<b>Department</b>	Elementary Schools
<b>Reports To</b>	Superintendent
<b>Classification</b>	Administration
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Elementary School Principal administers the elementary school according to District and School Board Policies and provides educational leadership to the faculty and students with the goal of inspiring them to contribute their best efforts. The Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

## Essential Job Functions

- Supervises the educational programs.
- Develops the building budget.
- Approves all purchase requisitions and ensures effective execution of school budget.
- Conducts meetings and staff in-service.
- Participates in district-wide studies on curriculum and instructional materials.
- Collaborates with Building Services Manager and Lead Custodian to prioritize buildings and grounds maintenance and improvement needs.
- Works in partnership with families and students.
- Maintains effective communication with students, families, and staff.
- Supervises school activity programs.
- Works collaboratively with staff to monitor equity of student access to high quality programming and individualized supports as needed.
- Supervises and evaluates the performance of teachers and other personnel.
- Supervises and evaluates staff using Wisconsin Educator Effectiveness System and/or District tools.
- Attends in-district and out-of-district meetings.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments.
- Facilitates and oversees committee meetings as required.
- Applies school's vision, mission and school improvement priorities to recruitment and selection of staff.

- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Works toward proficiency of the Eau Claire Area School District Principal standards.
- Collaborates with the leadership team to develop school improvement plans and to facilitate professional learning.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

#### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Educational Administration, or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience.
- Bilingual/bicultural skills.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to effectively plan, organize and manage time.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

- Ability to travel between District buildings as needed in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.