

Policy GFBC: Job Description: Elementary Principal

Status: DRAFT

Original Adopted Date: 09/07/1995 | Last Reviewed Date: 09/07/1995

Job Description: Elementary Principal

QUALIFICATIONS:

1. A Master's Degree
2. AA certification in Elementary Administration and Supervision
3. Two years teaching experience
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO:

Assistant Superintendent for the Attendance Center

PERSONNEL REPORTING TO THIS POSITION:

Directly:

1. Teachers
2. Teachers Assistants/Aides
3. Librarian
4. Secretaries
5. Custodians/Maids
6. Students
7. Counselor
8. Assistant Principal

JOB GOAL:

To administer the planning, organizing, and implementing of all educational activities and all related and supporting activities of an elementary school.

AREAS OF RESPONSIBILITY:

1. Instructional program
2. Supervision and evaluation
3. Assist in budgeting and purchasing
4. Public Relations
5. Student welfare
6. Building and facilities

JOB DUTIES:

1. To enforce and interpret school laws, rules and regulations.
2. To develop a sequential academic program for all students.
3. To interview and recommend to the Assistant Superintendent staff members for new and continuing employment.
4. To assign students to classrooms and to schedule all classes and activities.
5. To assist in the arranging for in-service training for the staff.
6. To assist in the preparation and administration of the school budget.
7. To advise and assist in obtaining state and federal funds and to cooperate with supervision of federal programs.
8. To complete and submit all required reports (i.e. monthly attendance report, Title 1 reports, school inventories, and others).
9. To assist in student discipline on the school buses.
10. To supervise buildings and grounds for cleanliness and upkeep.
11. To schedule and conduct faculty meetings.
12. To assist other administrative staff in scheduling and conducting fire and storm warning drills.
13. To work closely with P.T.A./P.T.O., in establishing appropriate and close working relationships with parents

and students.

14. To enforce good student discipline.
15. To supervise school playground.
16. To administer First Aid in absence of Gray Lady.
17. To initiate the screening of pupils and make referrals when necessary.
18. To examine and evaluate new educational materials.
19. To secure and assign substitute teachers.
20. To perform such other duties as may be assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

To be employed 12 months per year. Salary and work year to be established by Board policy GGBA.

EVALUATION:

Performance in this position will be evaluated annually, by the Assistant Superintendent – Attendance Center in accordance with provisions of the Board's policies on evaluation.
