

Bottineau Public School District

Elementary School Principal Job Description

Qualifications:

1. Master's degree from an approved institution with a major in administration and supervision
2. Appropriate administrator credential
3. Valid teaching certificate
4. Three or more years of teaching experience

Reports to:

The Superintendent of Bottineau Public Schools

Supervisory Responsibilities:

Employees and students assigned to the elementary school

Performance Responsibilities

1. Board Policy and Governance
 - a) Establishes and maintains general school regulations within general policies established by the Board and Superintendent;
 - b) Carries out the organization, administration, and supervision of the elementary school under the direction of the Superintendent;
 - c) Keeps the Superintendent continuously informed as to the condition of the school and its activities, either by written communication or through conferences;
 - d) Supervises the preparation of State and NCA reports for the district office;
 - e) Performs such other duties as may be assigned by the Superintendent;
 - f) Submits recommendations to the Board for equal opportunities in programs and activities based on the provisions of Title IX of the Educational Amendments of 1972.
2. Personnel
 - a) Assists the Superintendent in screening and recommending applicants to the Board;
 - b) Organizes staff to meet the academic needs of and extracurricular opportunities for elementary school students:
 - Delegates responsibility and authority to staff
 - Conducts regular staff meetings
 - Arranges for substitute teachers.
 - c) Supervises all professional personnel assigned to the elementary school:
 - Observes, evaluates, and prepares evaluation reports of all elementary school instructional staff in accordance with Board guidelines and requirements.
 - Recommends staff members for employment
 - Recommends to the Superintendent those staff members who should receive letters of contemplated nonrenewal.

- d) Provides for in-service workshops and conferences to promote professional growth using recommendation from the staff;
 - e) Meets with staff to seek and review budgetary requests;
3. Student Services
- a) Supervises the attendance, discipline, health, and safety needs of students;
 - b) Works with staff to assure the educational needs of all students are being met and addressed;
 - c) Develops with the staff a positive program of student conduct and maintains and enforces these standard affording due process to the students;
 - d) Intervenes and handles cases of student truancy and persistent absences and implements procedures to improve attendance.
 - e) Supervises the classification and scheduling of students in the building:
 - Final retention or promotion of students shall be made by the principal after consultation with teachers, parents/guardians, and other resource persons;
 - Grading policies and procedures shall be developed with the staff in line with Board policy.
 - f) Supervises the maintenance of accurate records (report cards, transcripts, and cumulative folders) of the progress and attendance of students and confidentiality of such records;
 - g) Evaluates and assesses the results of student academic performance and factors that may be influencing their learning;
 - h) Informs the Superintendent of known cases of indigence where students are unable to pay fees, buy supplies, pay for lunches, etc.
4. Curriculum and Educational Program
- a) Develops and administers the educational program within the broad framework of policies established by the Board and Superintendent. The development of curriculum is considered to be a cooperative effort involving teachers and other staff members;
 - b) Determines and prepares class schedules including number of sections, class size, class composition, and timetables;
 - c) Maintains a current inventory of books, equipment, and instructional aids and makes necessary requisitions thereof;
 - d) Supervises the guidance and counseling program, and along with the guidance counselor, coordinated guidance activities that provide for the continual assessment and interpretation of student growth;
 - e) Assists the technology coordinator in identifying technology needs of the District.
5. Extra-curricular Activities
- a) Supervises all extra-curricular activities and their enterprises in the elementary school;
 - b) The elementary school principal, athletic director, and Superintendent are responsible for the supervision, coordination, and evaluation of the elementary school's extracurricular programs;
 - c) Supervises the student eligibility requirements as set by board policy and as referenced in the student handbook.
6. Buildings and Grounds
- a) Assist the Superintendent in administering the maintenance of the school physical plant, grounds, and facilities;
 - b) Develops and implements building emergency plans and procedures (i.e., fire drills).
7. Relationship with School and Community
- a) Articulates the school's vision and mission to the students, staff, parents and the community;

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- b) Along with staff, develops a public relations program, including telephone calls to parents and/or guardians by teachers, progress reports, parent conferences, open houses, parent/teacher conferences, etc.;
 - c) Is responsible for maintaining good public relations with the community and utilizing fully the community resources to enrich the learning programs;
 - d) Mediates and resolves conflict between students, staff, parents, or the community.
8. Other duties as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.