



POSITION DESCRIPTION

Elementary Principal WLC

ORGANIZATIONAL RELATIONSHIPS

Reports to the Director of Teaching and Learning and supervises all professional and non-certified staff assigned to his/her building, exclusive of Food Service and Custodians.

PRIMARY FUNCTION

Uses leadership, supervisory, and administrative skills in promoting the educational development of each student.

PERFORMANCE RESPONSIBILITIES

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Keeps the District Administrator informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
7. Works with various members of the Core Team on school problems of more than in school impact, such as transportation, special services, etc.
8. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
9. Maintains active relationships with parents and students.
10. Leads in the development, supervision, determination of appropriateness, and monitoring of the instructional programs.
11. Supervises the programming of classes within established guides to meet students needs.
12. Assists in the development, revisions, and evaluation of the curriculum.
13. Works with the Director of Student Services to supervise the guidance program to enhance individual student education and development.
14. Supervises the maintenance of high standards of student conduct and enforcement of discipline as necessary, according to due process to the rights of students.
15. Establishes guides for proper student conduct and maintaining student discipline.
16. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
17. Supervises the maintenance and control of the various local funds generated by student activities.
18. Supervises the maintenance of accurate records on the progress and attendance of students.
19. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional and state meetings, through enrollment in advanced courses, etc.

20. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
21. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and non-certified staff, exclusive of food service and custodians.
22. Supervises the school's teaching process.
23. Approves the master teacher schedule and special assignments.
24. Orients newly assigned staff members and assists in their development, as appropriate.
25. Evaluates and counsels all staff members regarding their individual and group performance.
26. Conducts meetings of the staff as necessary for the proper functioning of the school.
27. Assists in the inservice orientation and training of teachers, with special responsibilities for staff administrative procedures and instructions.
28. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
29. Makes arrangements for special conferences between parents and teachers.
30. Assumes responsibility for the safety and administration of the school campus.
31. Supervises the daily use of the school facilities for both academic and non-academic purposes.
32. Plans and supervises fire drills and an emergency preparedness program.
33. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
34. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
35. Supervises all activities and programs that are outgrowths of the school's curriculum.
36. Participates in the Principal's Meetings and such other meetings as are required or appropriate.
37. Serves as a member of all committees and councils within his/her school.
38. Cooperates with college and university officials regarding teacher training and preparation.
39. Responds to written and oral requests for information.
40. Assumes responsibility for all school correspondence to parents and students.
41. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs. Interprets Board policies and administrative guidelines. Effectively discuss and resolve individual student problems.
42. Serves as a member of such committees and attends such meetings as directed by the District Administrator.
43. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
44. Shares responsibility for placement of students in all the various attendance centers K to grade 4.
45. Performs and assumes other responsibilities which the supervisor may assign.

QUALIFICATIONS

1. Ability to meet certification requirements from the State DPI
2. Masters Degree or equivalent
3. Demonstrated ability to exercise the responsibility allocated to the elementary school.

4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but also involves walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

Annual employment contract. Twelve month position (July 1 - June 30).

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The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. Please call 715.258.4500 with questions or concerns.