



Elementary Principal

JOB DESCRIPTION

The Elementary Principal, under the supervision of the Executive Director of Elementary Curriculum, provides instructional leadership through planning, organizing, directing, supervising and evaluating the instructional program and personnel. Also assumes major managerial responsibility for operation of school program, personnel, budget, and facilities.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's degree
- Valid Administrative Certification
- Professional Development Appraisal System Certificate by the Texas Education Agency
- Three years experience as an Elementary Principal preferred
- Experience as an Elementary teacher required

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology, telecommunications, and information systems to enhance learning
- Experience in planning and presenting staff development
- Skill in effectively communicating, both verbally and in writing

DUTIES AND RESPONSIBILITIES

1. Provides instructional leadership, resources, and materials to support teaching staff in accomplishing instructional goals and ensures that program activities are related to program outcomes
2. Determines and builds a common vision with staff for school improvement; directs planning activities and implements programs collaboratively with staff to ensure attainment of mission
3. Defines expectations for staff performance regarding instructional strategies, classroom management and communication with the public
4. Observes employee performance, records observations, and conducts evaluation conferences with all staff
5. Makes recommendations relative to personnel, placement, transfer, retention, promotion, and dismissal
6. Complies with District policies as well as state and federal laws and regulations affecting the schools
7. Develops and administers the budget based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implements programs within budget limits, maintains fiscal control; accurately reports fiscal information
8. Uses information and insights provided through assessment instruments, the District appraisal process, evaluate feedback from line supervisors and professional development programs to improve performance
9. Provides leadership in addressing challenges facing the profession; pursues professional development activities, disseminates ideas and information to other professionals
10. Observes professional ethical standards in accordance with generally accepted community standards and the Texas Educators code of Ethics
11. Performs other duties as assigned

PAY SCALE: PE8

NUMBER OF DAYS: 216

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MENTAL DEMANDS

Ability to communicate (verbally and written), concentrate, interpret policies and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk moderate distances, climb ladders/ramps, balance, stoop, kneel, crouch, pull, push, reach, perform repetitive hand motions, hear, speak, distinguish colors, possess visual acuity, drive/travel occasionally, be exposed to temperature/humidity extremes, unusual noise levels, may work prolonged or irregular hours, experience unusual fatigue factors.

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*