



Job title	PRINCIPAL (Elementary)
Reports to	Assistant Superintendent
Receives Guidance From:	District Directors, Assistant Superintendents, and the Superintendent
Supervises	Certified and non-certified staff and students
Full Time	Overtime Status: Exempt

Job purpose:

In the Rankin County School District, the elementary school principal is responsible for providing school wide leadership and supervision, maintaining the daily operations, and learning and growing professionally as a model to all staff. In addition, the principal’s role is to ensure the safety and security of the students and staff; To help place students and teachers in a position to succeed in the classroom and in other activities in keeping with the District vision, mission and strategic plan.

Duties and responsibilities: The following are essential functions the person employed in this position must be able to perform. The duties listed below are not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the key job elements.

- Establish and maintain an effective learning climate in the school
- Initiate, design, and implement programs to meet specific needs of the school by setting into motion a strategic plan
- Keep the superintendent informed of the school’s administration and instruction
- Make recommendations concerning the school’s administration and instruction
- Prepare and administer the school budget and supervise school finances
- Supervise the maintenance of all required building records and reports
- Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school’s administration
- Work with various members of the central administrative staff on school problems of more than school import, such as transportation and special services
- Keep superintendent informed of events and activities of an unusual nature

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- Interpret and enforce district policies and administrative regulations
- Maintain active relationships with students and parents
- Budget school time to provide for the efficient conduct of school instruction and business
- Lead in the development, determination of appropriateness, and monitoring of the instructional program
- Schedule classes within established guidelines to meet student needs
- Assist in the development, revision, and evaluation of the curriculum
- Supervise the guidance program to enhance individual student education and development
- Maintain high standards of student conduct and enforce discipline according to due process rights of students
- Establish guides for proper student conduct and maintaining student discipline
- Attend special events held to recognize student achievement, and attend school-sponsored activities, functions, and athletic events
- Maintain and control the various local funds generated by student activities
- Supervise the maintenance of accurate records on the progress and attendance of students
- Assume responsibility for the attendance, conduct, and maintenance of health records students
- Assume responsibility for personal professional growth and development through membership and participation in the affairs of professional organizations; attendance of regional, state, and national meetings; and enrollment in advanced courses
- Keep 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
- Supervise all professional, paraprofessional, administrative, and support personnel attached to the school
- Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's staff
- Supervise the school's teaching process
- Approve the master teaching schedule and special assignments
- Orient newly assigned staff members and assist in their professional development
- Evaluate and counsel staff members regarding their individual and group performance
- Conduct staff meetings to maintain proper functioning of the school
- Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions
- Recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory
- Make arrangements for special conferences between parents and teachers
- Assume responsibility for the safety and administration of the school plant
- Supervise the daily use of the school facilities for both academic and nonacademic purposes
- Plan and supervise fire drills, tornado drills, and an emergency preparedness program
- Assert leadership in times of civil disobedience in school in accordance with established Board policy
- Provide for adequate inventories of school property and for the security and accountability for that property
- Supervise all activities and programs that are outgrowths of the school's curriculum
- Supervise and evaluate the school's extracurricular program
- Participate in principals' meetings, negotiations meetings, and such other meetings
- Serve as an ex officio member of all committees and councils within the school
- Cooperate with college and university officials regarding teacher training and preparation

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- Respond to written and oral requests for information
- Assume responsibility for all official school correspondence and news releases
- Organize and administer the public relations program for the school
- Serve as a member of committees and attend meetings as directed by the superintendent
- Serve with parent, faculty, and student groups in advancing educational and related activities and objectives
- Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal
- Maintain and accept responsibility for any district owned fixed asset item assigned to employee and ensure appropriate use by following district policies for acceptable use
- Undergo periodic evaluations according to state and board policy procedures
- Maintain confidentiality and privacy of all school records and personnel related information
- Regular, dependable/timely, and in person attendance is an essential function of this position. The employee shall be consistently responsible/maintain regular punctual attendance and timely completion of assigned duties, working assigned days, and using sick and personal leave appropriately
- Perform such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, administrator, director or established by district policy
- Demonstrate clear and concise written and oral communication skills with administration, staff, parents, and the community at large

Qualifications:

- **Education Level:** Master's Degree in Education or related field
- **Certification:** MS Department of Education for Administration Endorsement code
- **Other Requirements:** Minimum five (5) years successful classroom experience (elementary preferred); assistant principal or educational supervisory experience preferred

Terms of Employment:

10 1/2 month – 207 days

Salary and work year as established by the Rankin County Board of Education

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

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made to enable individuals with disabilities to perform the essential functions. The work environment is not a standard office setting; but rather encompasses the entire active school campus both inside and outside the facilities. The noise level in the work environment is usually low to moderate and occasionally high.

Note: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Rankin County School Board policy on Evaluation of Educators.

Reviewed and agreed to by: _____ **Date:** _____
(employee)

Reviewed and agreed to by: _____ **Date:** _____
(supervisor)