

Newburgh Enlarged City School District
Job Description

TITLE:	PRINCIPAL (ELEMENTARY)
REPORTS TO:	Assistant Superintendent for Curriculum & Instruction
QUALIFICATIONS:	<ol style="list-style-type: none">1. SAS/SBL/SDA2. MS+3. Certified Danielson Framework for Teaching 2011 Evaluator.4. At least 5-7 years successful teaching experience.5. At least 3-5 years experience as a Building Level administrator.
JOB GOAL:	The Elementary Principal will utilize their leadership supervisory and administrative skills to promote the educational development of students, ensure the professional development of staff and faculty and provide a safe, healthy environment conducive to learning, and foster a strong relationship between the school, district and community.
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none">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 superintendent informed of the school's activities and problems.4. Makes recommendations concerning the school's administration and instruction.5. Prepares and administers the school budget and supervises school finances.6. Supervises the maintenance of all required building records and reports7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.8. Works with various members of the central administrative staff on school problems of more than inschool import, such as transportation, special services, and the like.9. Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.10. Interprets and enforces district policies and

**DUTIES AND
RESPONSIBILITIES:**
(Continued)

- administrative regulations.
11. Maintains active relationships with students and parents.
 12. Supervises the school's educational program.
 13. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
 14. Attends special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
 15. Maintains and controls the various local funds generated by student activities.
 16. Supervises the maintenance of accurate records on the progress and attendance of students.
 17. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
 18. Participates in the selection and supervision of all school building personnel.
 19. Supervises the school's teaching process.
 20. Orients newly assigned staff members and assists in their development, as appropriate.
 21. Evaluates and counsels all staff members regarding their individual and group performance.
 22. Conducts staff meetings to keep members informed of policy changes, new programs, and the like.
 23. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
 24. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
 25. Makes arrangements for special conferences between parents and teachers,
 26. Assumes responsibility for the safety and administration of the school plant.
 27. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
 28. Other duties as assigned.