

BALDWIN-WHITEHALL SCHOOL DISTRICT

TITLE: Elementary School Principal

DEPARTMENT: Administration

QUALIFICATIONS:

1. Master's Degree or higher, with a major concentration of work in educational administration
2. At least five years of successful teaching experience
3. A valid Pennsylvania Teaching Certificate with five years of successful teaching experience
4. A valid Pennsylvania Administrative Certificate

REPORTS TO: Superintendent of Schools

SUPERVISES: Teaching Staff
Other Professional Staff
All Non-Professional Staff
Other resource and service personnel while working in the school

JOB GOAL: Manages employees in the elementary school. Is responsible for the overall direction, coordination and evaluation of the staff within the school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsible for interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems. Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day to day building administration and the safety and welfare of students, staff, volunteers, and activities. Leads the staff in the implementation of quality instruction.

PERFORMANCE RESPONSIBILITIES:

1. Possesses strong organizational skills with the ability to prioritize a multitude of tasks.
2. Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
3. Work with building and district staff to implement the tenants of Professional Learning Communities.
4. Manages all building staff and provides general supervision to students.
5. Assigns teachers to classrooms and students to classes.
6. Creates master schedule to effectively utilize available resources.
7. Evaluates performance and effectiveness of programs and staff
8. Utilizes the parameters of all negotiated contracts
9. Facilitates in-service training/professional development for staff
10. Resolves staff problems and provide support to teachers.

11. Supervises extra-curricular activities
12. Maintains relations with parents, parent groups, and school volunteers and outside agencies.
13. Participates in district-wide activities, in-services and committees, as appropriate.
14. Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
15. Create and encourage a building vision.
16. Directs the staff in addressing the needs of all students through differentiated instruction.
17. Instructional and curricular leadership through the development of appropriate programs and expectations.
18. Continual monitoring of student achievement
19. Establishes priorities for educational materials to meet the needs of students and prepares the School budget, works with the Business Manager on budgeting and purchasing.
20. Works with Central Administration personnel to coordinate processes for the effective functioning of the school.
21. Maintains current educational/administrative certificate by meeting required course work under Act 45.
22. Works with the Director of Pupil Services to assure the appropriate programming for special needs/at-risk students.
23. Is responsible for following all staffing compliance issues and highly qualified status with "No Child Left Behind."
24. Determines staffing needs and submits recommendations to the Central Administration.
25. Insure quality instruction is taking place in all classrooms.
26. Manages the physical plant in terms of safety and welfare of students and staff.
27. Other duties as assigned by the Superintendent or his/her designee.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

Language Skills: Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all district requirement and Board of Education policies. Ability to use a personal computer and related software.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

TERMS OF EMPLOYMENT:

Work year, workdays, salary increases, and benefits are established in accordance with the provisions of the Act 93 Salary and Benefit Program. Initial salary to be determined by the Board of School Directors

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____