



**David Douglas School District #40
Licensed – Extra Duty Job Description**

JOB TITLE: Teacher in Charge for Elementary School Principal

Job Purpose Statements: The primary purpose of the position of **Teacher in Charge** for Elementary School Principal is to serve as the instructional and climate leader of the school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations in the absence of the permanent Elementary School Principal. Administration of the following Essential Job Functions is dependent upon the duration of the absence and events that occur during the absence of the Permanent Principal. Teacher in Charge is required to administer the Essential Job Functions as necessary.

Essential Job Functions in the absence of the Elementary School Principal:

- **Maintain** an inclusive, culturally competent learning climate in the school
- **Facilitate** communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- **Communicate** with staff to assure instructional programs meet student needs and district requirements
- **Communicate** effectively with all stakeholder groups, willingness to partner with outside agencies and community partners
- **Administer** the school and its instructional program in all its facets by visiting classrooms, conferring with teachers, giving leadership in curriculum improvement, securing and using resources to increase student achievement
- **Assist** in supporting all support services, including custodial, maintenance, and food services
- **Support** the school and district discipline policy and help develop a set of practices for student behavior if needed
- **Utilize** all resources of the school and the community in developing the most effective educational system
- **Support** a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s)
- **Implement** board policies, administrative regulations, and negotiated agreements
- **Relate** to students with respect while carrying out a positive and effective discipline policy
- **Follow** organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures
- **Ensure** that all school activities are adequately planned and supervised
- **Prepare** and/or **supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- **Promote** safety in the school by having knowledge of the systematic plan for emergency drills and for monitoring pedestrian and vehicle traffic
- **Oversee** the security of the building and its contents
- **Confer** with district office representatives to determine building needs
- **Cooperate** with other principals and district administrators in determining the needs in the building in the absence of the principal