



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Administration

JOB TITLE: Principal – Elementary School

Reports To: Director of Education PK-12

Job Purpose Statements: The primary purpose of the position of Elementary School Principal is to serve as the instructional and climate leader of the PK-5 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.

Essential Job Functions:

- **Establish** and **maintain** an effective racially and culturally teaching and learning climate in the school
- **Lead** and **guide** activities and decisions with a racial and cultural equity mindset and lens
- **Create** a welcoming environment that reflects and supports the racial and ethnic diversity of the student population and David Douglas community
- **Implement** and **lead** restorative practices throughout the school community
- **Provide** leadership in the development of the instructional program, based upon current research
- **Facilitate** communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- **Model** ongoing and effective communication with families and community, with a targeted focus on native language families and historically under-represented groups
- **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, assisting in the selection and use of instructional materials, securing and using resources to increase student achievement
- **Assist** in supervising all support services, including custodial, maintenance, and food services
- **Assist** the school counselors to develop programs to enhance individual student educational growth and development.
- **Supervise** the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified
- **Evaluate** both classified and licensed staff according to procedures and timelines outlined in the District Evaluation Handbooks
- **Ability** to articulate and implement best practice as it relates to effective staff evaluation to improve instruction
- **Supervise, administer, and allocate** the building's financial budget and make decisions for its use
- **Assure** proper management, maintenance and inventory of materials, equipment, building, and grounds
- **Institute** a uniform discipline policy and develop a set of practices for student behavior
- **Develop** and **prioritize** the building of caring relationships with student, staff and families
- **Utilize** all resources of the school and the community in developing the most effective educational system
- **Develop** and **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
- **Develop** and provide in-service programs for the staff's professional development and growth

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- **Initiate, design, and implement** programs to meet specific needs of the school and its students
- **Relate** to students with respect while carrying out a positive and effective discipline policy
- **Develop** school plans and 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 **supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- **Use** data to drive decision making and goal setting with explicit steps to eliminate gaps and disproportionality
- **Collaborate** and **communicate** with District Administration Team and Elementary-HS principals regarding district systems and school improvement efforts on a consistent basis
- **Collaborate** with Cabinet and Elementary-HS principals regarding district systems and school improvement efforts
- **Collaborate** with building union representatives
- **Promote** safety in the school by having a systematic plan for emergency drills and for monitoring pedestrian and vehicle traffic
- **Oversee** the maintenance, cleanliness, and security of the building and its contents
- **Oversee** the orientation of all new faculty members to ensure familiarity of all aspects of the school
- **Submit** all written correspondence, reports, orders and other paperwork within expected timelines
- **Assist** the superintendent as directed

Other Job Functions:

- **Confer** with district office representatives to determine building needs
- **Cooperate** with other principals and district administrators in determining the allocation of district funds for instructional purposes and allocate funds to departments on basis of need and equity

Job Requirements-Qualifications:

Experience Required: Five years experience as a building teacher and or administrator. Preference will be given to administrators with elementary experience.

Skills, Knowledge and/or Abilities Required:

- *Skills* to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics. Serves as a role model, models life-long learning, embraces change, and is a strong collaborator with district and building staff.

Knowledge of current research and best practices being used in elementary schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

- Multi-Tiered Systems of Support (RTI & PBIS)
- CCSS, NGSS, SBAC, and instructional shifts
- Best practices as it relates to working with ALL students, including ELL and SPED students
- Technology as an instructional tool
- Professional Learning Teams (PLTs/PLCs)

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Abilities to serve as a leader-coach to building level teacher-leaders and to develop collaborative consensus-building in groups; to maximize resources to achieve results and build programs.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Educations/Licenses Required: Master's Degree. Eligible for appropriate administrative license. Valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.

Multi-Cultural preferred

Bi-Lingual preferred in one of the district's top five languages: Spanish, Russian, Chinese, Vietnamese or Somali.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: 260 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.