

Cape Girardeau Public School District No. 63

Job Description

Job Title: Elementary School Principal

Terms of Employment: 220 day contract

FLSA Status: Exempt

Reports To: Deputy Superintendent, Elementary Education

Brief Description of Position:

The Principal is responsible for providing leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

Required Qualifications:

- Master's degree in an approved program for elementary principal certification.
- A minimum of four years teaching experience at the elementary level
- Valid Missouri educator certification for elementary principal
- Knowledge of the best educational practices at the elementary level, current research on elementary education.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrate the ability to work effectively with community groups, parents and agencies.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

Preferred Qualifications:

- Working knowledge of Professional Learning Communities
- Specialist or Doctorate degree
- Previous administrative experience

Essential Duties and Responsibilities:

- Assumes responsibility for the administration of assigned building.
- Assists in assignment of all staff members, including hiring of new staff.
- Assumes responsibility for the supervision and evaluation of all employees assigned to the building.
- Promotes and supervises an effective instructional program which is consistent with the District curriculum.
- Monitors student achievement and works with the teachers to improve student performance.

- Provides leadership in curriculum development, implementation, and evaluation along with other administrators.
- Administers the building budget, approves purchasing of building supplies and materials in compliance with state regulations, policies and regulations of the school board.
- Identifies opportunities for professional growth of staff.
- Establishes and maintains good relationships with parent organizations, community members, civic, service and professional organizations.
- Works cooperatively with other groups within the building.
- Communicates with staff, parents, students and the community about school activities and events.
- Assumes responsibility for the security, safety of students and appearance of the physical plant.
- Performs other duties as assigned by the Assistant Superintendent.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: October 1, 2017