

## **JOB DESCRIPTION**

<u>TITLE:</u>	K-5 Principal
<u>QUALIFICATIONS:</u>	<ol style="list-style-type: none"> <li>1. Appropriate certification as required by the Wisconsin Department of Public Instruction.</li> <li>2. Seek alternative or additional requirements as the Board of Education may decide upon.</li> </ol>
<u>CONTRACT:</u>	220 Days
<u>REPORTS TO:</u>	District Administrator
<u>SUPERVISES:</u>	Instructional and K-5 support staff. The K-5 Principal shall maintain a close working relationship with administrative staff.
<u>JOB GOAL:</u>	To serve as the K-5 Instructional leader of the school to ensure the best possible educational opportunity for students. Administer the school according to the policies and procedures of the Board of Education and the administrative directives of the District Administrator. Take leadership role in planning, initiating, refining and evaluating instructional and operational programs, while emphasizing leadership over management.
<u>JOB SUMMARY:</u>	<p>Model professionalism to K-5 staff.</p> <p>Utilize critical thinking and inclusive decision making process.</p> <p>Promote high academic standards.</p> <p>Be a positive role model.</p> <p>Promote exercise and good nutrition.</p> <p>Maintain high visibility during school day.</p>

### **PERFORMANCE RESPONSIBILITIES:**

#### **INSTRUCTIONAL LEADERSHIP:**

1. Supervise and evaluate the instructional programs and the services offered.
2. Conduct staff development education programs and hold regular meetings for K-5 instructional staff.
3. Conduct and coordinate research, evaluate and report on the effectiveness of educational programming.
4. Administer class offerings, schedules and room assignments, prepare student and staff handbooks and prepare course description materials.
5. Monitor the educational progress of students.
6. Promote Best Practices in classroom instruction.
7. Coordinate textbook selection and adoption.
8. Evaluate and monitor classroom instruction.
9. Supervise and evaluate K-5 Staff.
10. Build and maintain K-5 duty schedule.
11. Supervise and evaluate the Middle School Alternative Education Program.
12. Schedule weekly visits to LaPointe Elementary School.
13. Implement District approved curriculum.
14. Direct Title I Program.
15. Coordinate SAGE Program.
16. Supervise new teacher mentor program and represent the District on PI-34 licensure matters.
17. Monitor Titles II D, III A, IV A, V A

18. Maintain K-5 budget.
19. Participate in Cluster Schools' Administration meetings.
20. Utilize and promote the use of technology.
21. Assist the District Administrator in recruitment, screening, interviewing and recommending for employment of school personnel.

**STUDENT PERSONNEL:**

22. Supervise/maintain a high standard of student conduct and discipline.
23. Maintain student records with proper attention to confidentiality.
24. Assume responsibility for attendance, health, and conduct of students.
25. Implement a record system for accurate accounting of pupil records, grades, and attendance.
26. Promote Citizenship program in K-5.
27. Attend IEP and Section 504 meetings when requested.
28. Be the LEA representative for IEP Meetings when necessary.
29. Provide a safe school environment for K-5 students.
30. Work with Pupil Services Director to implement educational or transportation requirements of an IEP.
31. Monitor student WKCE results.
32. Monitor student bus conduct.
33. Encourage student participation in co-curriculars.

**BUILDING/FACILITIES MANAGEMENT:**

34. Establish a positive school-wide climate that promotes effective learning, nurtures student and staff self esteem and morale.
35. Supervise the use of school facilities.
36. Report safety concerns to Supervisor of Building and Grounds.
37. Conduct random locker searches as needed.

**SCHOOL-COMMUNITY RELATIONS:**

38. Attend monthly Red Cliff Education Committee meetings.
39. Work with C.E.S.A. #12 representatives.
40. Foster working relationships with area agencies.
41. Maintain an active interest in community events.
42. Promote positive parent involvement.

APPROVED: August 15, 2006

REVISED: July 28, 2008

REVISED: November 9, 2009