



**ADMINISTRATIVE JOB DESCRIPTION OF ELEMENTARY
SCHOOL PRINCIPAL -
BUCKEYE VALLEY LOCAL SCHOOLS**

QUALIFICATIONS:

- 1.. Master's Degree in Educational Leadership and School Administration from an accredited college or university.
- 2.. 5-10 years successful classroom teaching and building administrative experience.
- 3.. The appropriate State of Ohio certification/license.

Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

JOB GOAL:

To use leadership and administrative skills in promoting the maximum educational development of each elementary school student.

EVALUATED BY:

Superintendent; Designee

SUPERVISES:

Elementary Building Staff

PERFORMANCE RESPONSIBILITIES:

1. Staff Personnel

- a. Assist in acquiring and supervise and develop the building's human resources so that the educational and other programs of the building might be most effectively implemented.
- b. Assess staffing needs, cooperate with the District Office in recruiting and interviewing and making recommendations concerning employment.
- c. Assign staff within the building to particular teaching or support positions.
- d. Supervise and direct the evaluation of individuals assigned to the building.

- e.. Administer provisions of negotiated employee contracts relative to certificated and classified staff in the building.
- f.. Provides leadership and support to the Building Leadership Team.

2.. Curriculum and Instruction

- a.. Maintain and improve the quality of the instructional program and school climate through being responsible for teacher implementation of the curriculum, through supervision of instruction and through assisting in the development of the instructional program for the district.
- b. Provide leadership in establishing and implementing educational goals and objectives for the school and in evaluating the attainment of those goals and objectives.
- c. Direct the planning of building level staff development activities and inservice day programs.
- d. Participate in district curriculum revision and textbook/resource selection efforts.
- e. Plan and effect an organizational framework to bring together the school's staff, students, facilities and programs in an effective instructional program.

3. Student Services

- a. Provide leadership and support for services which will foster the well-being of students and provide for their individual needs.
- b. Establish and direct behavior management systems which are consistent with the Board of Education Student Rights and Responsibilities Policies.
- c. Cooperate with other district level administrators in supporting programs, such as guidance, special education and nursing services, that provide for the safety, emotional and physical well-being and enhanced educational opportunities for students.
- d. Provide orientation for students new to the building.
- e. Compile, secure and use student records in compliance with legal restraints and district policies.

4.. School/Community Relations

- a.. Foster and maintain effective two-way communication between the community.

- b. Organize and meet with PTO and other such advisory groups.
- c. Direct the release of information about the school through newsletters, meetings, newspapers, parent groups and other appropriate communication techniques.
- d. Present or supervise the presentation of reports to the Board of Education as directed by the superintendent.
- e. Develop relationships with individuals and community groups which foster support for school goals, objectives and programs.

5. Resource Management

- a. Supervise the operation of the building, equipment, and business procedures in ways that enhance the overall program.
- b. Direct custodial staff to ensure the proper cleanliness and safety of the facilities.
- c. Assess the general condition and needs of the building and grounds and report them to the Director of Support Services.
- d. Prepare and implement a budget which will adequately support school programs.
- e. Prepare and submit federal, state and local reports.

6. Professional and Personal Development

- a. Develop and maintain professional and personal skills and knowledge needed to provide effective leadership as a building principal.
 - b. Participate in local, state, and national professional organizations.
 - c. Visit programs in other schools and attend educational conferences and inservices.
 - d. Read current professional literature.
7. Other duties as assigned by the Superintendent or his/her designee.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The Buckeye Valley Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.