

**LITTLE COMPTON SCHOOL DEPARTMENT
LITTLE COMPTON, Rhode Island**

JOB DESCRIPTION

TITLE: ELEMENTARY SCHOOL PRINCIPAL

FUNCTION:

To promote the educational development and well being of each student through the application of leadership, supervisory, and management skills.

REPORTS TO: Superintendent of Schools

MINIMUM QUALIFICATIONS:

1. Master's degree with emphasis in curriculum, leadership, and administration.
2. RI certification as an elementary school administrator.
3. Demonstrated successful experience in public school administration.
4. Demonstrated knowledge of middle school philosophy and practice.
5. Documented training and demonstrated skill in evaluation and assessment of teacher performance and knowledge of clinical supervision.
6. Demonstrated skill in human relations, communications, leadership, budgeting, and organizational theory.
7. Demonstrated experience with or knowledge of site-based management.
8. Demonstrated skill in promoting sensitivity awareness.
9. Successful interview for the position.

TERMS AND CONDITIONS OF EMPLOYMENT:

Work year, salary and benefits per contract.

RESPONSIBILITIES AND DUTIES:

1. Stimulates curricular development and implementation; monitors, articulates, and evaluates program process and outcomes to guarantee quality education.
2. Initiates, designs, implements, and evaluates student activities and athletics consistent with the educational goals of the Lincoln School district and school population served.
3. Promotes the establishment of a productive environment for all district staff and students in order to promote self-actualization, achievement, teamwork, affiliation, and a humanistic, encouraging interactive climate for learning.
4. Works with the appropriate committees to recruit, screen, recommend for hire, orient, train, and assign the schools certified and non-certified staff.
5. Directs activities of the school's professional staff in the performance of their duties to ensure a high quality elementary program.
6. Works cooperatively with Special Education personnel. Chairs IEP meetings.
7. Coordinates a school improvement team and develops a yearly improvement plan.
8. Appraises, evaluates, and counsels the school's certified and non-certified staff to translate the school's education philosophy, goals, and objectives into action terms that directly benefit the student.
9. Participates in the scheduling and evaluation of itinerant personnel assigned to the school to support the total program.

approved:

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10. Remains current regarding changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field to ensure quality leadership.
11. Develops and maintains a program of community relations to encourage community participation in the school.
12. Plans and supervises safety emergency procedures for the school to ensure the well being of students and faculty.
13. Prepares and submits the schools' budgetary requests and monitors expenditures of funds in order to maintain control, and account for local funds and student activity funds and to promote the educational goals of the school.
14. Prepares such reports as may be required to keep the Superintendent informed of all school activities and problems.
15. Develops and coordinates a system for maintaining appropriate student conduct throughout the building to provide an orderly environment conducive to learning.
16. Participates in the supervision and improvement of the physical plant in order to provide an environment conducive to learning, including, but not limited to custodial maintenance, building use, security, and food service operations.
17. Promotes effective communication between the school and community to create positive support, understanding, and participation for continued school improvement.
18. Promotes opportunities for self-actualization by creating a climate in which staff is encouraged to gain enjoyment from their work, develop their potential and take on new and interesting activities.
19. Serves as a member of the Administrative Council to facilitate communication and collegial relationships.
20. Assumes responsibility for administration, supervision, and evaluation of certified faculty and support personnel assigned.
21. Coordinates yearly testing program for the school. Utilizes test results to help improve student achievement.
22. Serves as an active member of the Executive Board of the school parent organization. Attends evening functions relate to the schools.
23. Performs alternative assignments at the direction of the Superintendent.

EVALUATION:

Performance of this job will be evaluated.