

CULPEPER COUNTY PUBLIC SCHOOLS

POSITION DESCRIPTION

JOB TITLE: Principal - Elementary	LOCATION: Emerald Hill Elementary School
	JOB CATEGORY: Administrative
IMMEDIATE SUPERVISOR: Division Superintendent	PAY GRADE: Elementary Principal
	FLSA STATUS: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

Principals are the instructional leaders and administrative heads of the school to which they are assigned. They are expected to organize and administer their school in a manner conducive to effective teaching and learning. Principals are responsible for working cooperatively with their faculty, staff, students, and members of the community to define the goals of the school and to address the educational needs of individual pupils. Also, principals must work effectively with the parents and other members of the community, its agencies, and organizations to assist the school in becoming a vital part of the community.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

WITH RESPECT TO ADMINISTRATION

Principals shall:

- Implement and observe all policies of the Culpeper County School Board and the State Board of Education as derived from the Code of Virginia. Additionally, they shall maintain and adhere to a current policy manual, regulations and procedures manual, and school handbook which are in compliance with and which implement the policies of the Culpeper County School Board and the State Board of Education.
- Develop and implement personnel work schedules, class schedules, and building-use schedules that contribute to student achievement, a stimulating school environment, and an efficient and effective school.
- Manage all internal funds of the school in accordance with regulations of the Culpeper County School Board and the State Board of Education and submit such reports as may be required to the division superintendent or designee.
- Manage materials, equipment, and supplies.
- Advise the Superintendent of school needs including personnel, programs, and facilities. .
- Provide for the general supervision, custodial care, and attractiveness of the facilities, while promoting the safety and comfort of students and staff.
- Cooperatively work with drivers and supervisors within the Transportation Department to maintain order and safety on the school buses.
- Establish a professional learning culture through a solid foundation of a shared vision, values and goals.
- Monitor the federal programs (special education, 504 plans, ESL, Title 1, etc.) in the school to ensure compliance with federal, state, and local mandates and guidelines.
- Develop the leadership skills, particularly instructional leadership, of the assistant principal and Instructional Team Leaders assigned to the school.

- Coordinate and work with central office staff on school needs, program implementation and program evaluation.
- Supervise and evaluate all employees and others assigned to the school.
- Delegate duties, authority, and responsibility to members of the school.
- Submit promptly and accurately all reports as may be required by the division superintendent or the Culpeper County School Board.
- Take responsibility for and participate in a meaningful and continuous process of professional development that results in the enhancement of student learning.
- Monitor the school website and post frequent announcements, recognitions, and resources for students and parents.
- Work in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.

WITH RESPECT TO INSTRUCTION

Principals shall:

- Develop a collaborative culture for improving student achievement.
- Involve faculty, staff, and community in developing, implementing, and evaluating an annual school improvement plan that results in increased student learning.
- Establish and maintain an effective learning climate in the school.
- Employ various processes for gathering, analyzing, and using data for decision-making.
- Develop a master schedule within established guidelines.
- Establish specific objectives for each teacher which contribute directly to the achievement of students or the improvement of instruction.
- Ensure that the instructional materials available to the school are used in relation to the objectives of the various grades, subjects, or teaching levels.
- Develop and implement a plan for direct instructional supervision of the Culpeper County Public Schools approved curriculum.
- Monitor and supervise the division plan for tiered instruction and behavior management (MTSS) at the school.
- Monitor the administration and use of all tests and assessment instruments as may be required by the Culpeper County School Board and the State Board of Education.
- Monitor the implementation of the Culpeper County Public Schools curriculum through classroom observations, walk throughs, and the monitoring of grade books and lesson plans.
- Develop and implement, in collaboration with the central office staff, a program of professional development which is based upon needs within the school and school division which is focused upon improved student achievement.
- Ensure the development of the skills within the Profile of a Graduate framework (Content Knowledge, Communication, Collaboration, Career Readiness, Critical and Creative Thinking, and Citizenship).

WITH RESPECT TO TEACHERS

Principals shall:

- Assist in interviewing applicants for teaching and other positions in collaboration with the central office person charged with recommendations for employment.
- Assign teachers and other employees to specific teaching assignments and other school-related responsibilities.
- Make available to teachers and other employees the policies, regulations and procedures of the Culpeper County School Board, the State Board of Education, and Virginia school law.
- Advise teachers on methods of instruction and assist teachers with improvement of instruction and student behavior.
- Hold regular faculty meetings and maintain effective communication with all school personnel.
- Assign all staff in the school such duties, and activities as are necessary for the efficient operation of the school.
- Assume responsibility for assigning faculty members to supervise the loading and unloading of school buses, parent pick-up and drop-off station.

- Evaluate the performance of faculty and staff according to the methods and procedures prescribed by the Culpeper County School Board.
- Recommend appointment, retention, continuing contract, probation, or dismissal of teachers and other employees under rules and regulations prescribed by the Culpeper County School Board.

WITH RESPECT TO STUDENTS

Principals shall:

- Maintain a system of pupil accounting and attendance consistent with the policies and regulations of the Culpeper County School Board.
- Provide for the supervision of students during the school day and on school grounds and during any activities or functions sponsored by the school.
- Provide for the orientation of new students.
- Provide for the assignment of pupils to classes, programs, and activities.
- Communicate the rules and policies contained within the Student Code of Conduct and the Student Handbook.
- Maintain high standards of student conduct and enforce discipline, as necessary, according to Culpeper County School Board policy and the due process rights of students.
- Maintain a process to ensure appropriate and timely interventions for students and subsequent referrals for other services if needed.
- Recognize and reward students' academic, extracurricular, and/or conduct achievements.
- Maintain a program of pupil guidance and counseling in accordance with Culpeper County School Board and state guidelines.
- Maintain health services for all pupils as provided for by the Culpeper County School Board.
- Develop practices and procedures which contribute to the maximum safety of pupils.
- Develop and maintain systematic procedures for measuring, recording, and reporting pupil growth and achievement.

WITH RESPECT TO THE COMMUNITY AND COMMUNITY AGENCIES

Principals shall:

- Establish and maintain communication links among the home, the school, and the community.
- Assist in the maintenance of Parent-Teacher Organizations.
- Disseminate information for community agencies as authorized by the superintendent.
- Schedule events within the school.
- Prepare and disseminate information to the public.
- Other duties as assigned by the Division Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES

Possess leadership qualities and personal characteristics necessary for working successfully with teachers, parents, students, and community as attested to by the division superintendent or the superintendent's designees.

Comprehensive knowledge of practices, methods and techniques used in the leadership. Administration and supervision of a high school; through knowledge of the school division's strategic plan goals and objectives for student outcomes; through knowledge of prescribed school board policies and procedures; thorough knowledge of research-based instructional strategies; thorough knowledge of assessment and assessment purposes; skill in oral and written communication; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.

Demonstrate professional, moral, ethical standards as well as personal integrity in all interactions within the school and within the community.

Dress in such manner as to command the respect of parents, teachers, and pupils.

Possess good physical and mental health and personal qualities which inspires pupils, parents, teachers, and other school administrators.

QUALIFICATIONS

Master's Degree in education administration, considerable years of administrative and educational experience and licensure as a building level principal through the Commonwealth (Administration and Supervision, PreK-12 endorsement) required.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement by students in wheelchairs and other mechanical devices may be required. Regular interactions with special needs children is necessary. Regular interaction with staff members, students, parents and community members is required. Frequently contact with parents by phone and in person is necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks. Timely and regular attendance is an expectation of performance for all CCPS employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule.

REQUIREMENTS

Applicants considered for employment must successfully complete the following background investigations/tests:

- Federal Bureau of Investigation (FBI) Criminal History Investigation
- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening/Test

EVALUATION

The supervisor will evaluate performance on the ability and effectiveness in carrying out the above responsibilities