

SECTION 230 ELEMENTARY SCHOOL PRINCIPAL

The Elementary School Principal shall:

1. Serve as the instructional leader to promote success for all students by:
 - a. Facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by all stakeholders.
 - b. Developing annual school improvement goals with staff, which reflect the educational objectives of the District and vision of the school.
 - c. Acting with integrity, fairness, and in an ethical manner.
 - d. Establishing and maintaining an effective learning climate in the school that is conducive to student learning and staff professional growth.
 - e. Delegating appropriate responsibility and authority to staff.
 - f. Providing staff involvement in the decision-making process.
 - g. Obtaining feedback on performance from staff.
 - h. Visiting classrooms on a regular basis and providing staff with professional feedback to improve instructional practices.
 - i. Challenging students academically and preparing them socially to be leaders within a global society.
 - j. Providing evidence of continual, adequate growth in multiple measures of student achievement.
 - k. Identifying building level professional development needs of staff on an on-going basis.
2. Meet the certification standards of the Wisconsin State Department of Public Instruction.
3. Be able to demonstrate, as a member of the management team, effective, cooperative, and objective work with other administrators, students, parents, teachers, and public agencies. In all cases the administrator shall further the intent and purpose of the district's goals, programs, operations, and functions through positive actions and a cooperative working relationship with other administrators.
4. Recommend selection and assignment of staff by: identifying needs and criteria for selection, interviewing and recommending staff for employment, and assigning staff within certification requirements.
5. Know, understand, and administer the laws of Wisconsin, general policies, and programs of the school system as they apply to the assigned school; make available to the staff and students all school regulations enacted by the District Administrator and the School Board.
6. Schedule and facilitate building faculty meetings, collaborative team meeting and action teams; inform teachers of their duties and responsibilities; and work cooperatively with the teaching staff for improvement of instructional practices by utilizing the teacher effectiveness model to supervise and evaluate staff to meet the best interest of the students.
7. Work with staff to develop annual goals and make a written evaluation of teachers at the assigned schools. The principal shall make employment recommendations for professional staff based on these evaluations prior to March 1st.

8. Be responsible for establishing and maintaining high academic and behavioral standards.
9. Handle discipline problems referred by teachers, aides, parents, in a timely manner.
10. Be responsible for safety drills, routine school tasks, and activities during and outside the school day.
11. Be responsible for maintaining playground supervision and safety.
12. Be responsible for managing the building budget by allocating resources to support the district and school vision.
13. Be aware of causes of accidents, insure proper medical care is provided to injured students and staff, and assure that hazards are eliminated in and around building grounds.
14. Be aware of student health problems in the building and meet with teachers and the school nurse about those problems. Report any evidence of “epidemic” outbreaks to the school nurse and the District Administrator.
15. Make necessary home visits.
16. Be responsible for the proper filing of reports (i.e. state, district and school).
17. Communicate with parents through correspondence, telephone calls, conferences, emails, incidental meetings or group gatherings.
18. Make regular and thorough inspections of the school properties and refer issues to proper personnel.
19. Be part of the Individual Education Program when asked to do so.
20. Keep the Director of Instruction and District Administrator informed as to the progress of district initiatives and student growth in the elementary school and other matters of importance.
21. Meet the public and present a good image to the community in order to further the community's understanding and support of the school, its personnel and its educational program. Be actively involved in community organizations, with a standing membership in at least one organization.
22. Develop budget and staff planning for the schools assigned and recommended program changes. (Provide written substantiation for requests to the District Administrator and School Board).
23. Keep such business records and execute such business forms as may be required.
24. Coordinate programming and district wide plans with other Elementary Principals including creating the master elementary schedule.
25. Be responsible for the evaluation of all teacher assistants in the regular curriculum area of the district's programs through grade 5.
26. Be responsible for the scheduling of all Elementary Art, Music, & Phys. Ed Teachers.

27. Conduct regular visits to assigned school(s) if more than one is assigned and assign necessary tasks to lead teachers.

28. Perform other tasks and assume other responsibilities as assigned.

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