

Williams Bay School District

Position Title: Elementary School Principal

Reports to: District Administrator

Qualifications:

- 1) Shall possess the appropriate Wisconsin administrator's license and shall meet or exceed all standards set by state and by regulation of the Department of Public Instruction.
- 2) Experience as an elementary teacher (preferred)
- 3) Experience in 21st Century Learning Environments (preferred)
- 4) Sincere interest in and positive attitude towards children;
- 5) Leadership, organizational, curricular, and budgetary skills necessary to lead and manage an elementary school;
- 6) Commitment to high professional standards and ethics;
- 7) Good oral and written communication skills;
- 8) Effective public relations skills;
- 9) Ability to explain and implement the State's Educator Effectiveness Evaluation Model
- 10) Strong understanding of educational technology
- 11) Ability to use data in decision-making
- 12) High visibility within the school building and community;
- 13) Visionary
- 14) Risk-taker

Reports To:

Acting with the approval of the District Administrator, the principal shall be the chief administrator of his/her school. All personnel assigned to the 4K-5 building shall be directly responsible to the principal. Staff members who work in more than one school shall be responsible to the elementary school principal during the time they are working in the elementary 4K-5 school. He/she shall report to the District Administrator.

Purpose of the Job:

The principal is charged with the supervision and direction of the staff and the students assigned to the building and with the care of the school facility and its equipment. He/she shall see that the rules and regulations of the District, the directives of its Board, and the guidelines for the instructional program are observed. Within the framework of the policies of the Board and the general rules and regulations set by the District Administrator, the principal may establish and enforce such regulations as he/she deems advisable for the efficient operation of the school.

The District Administrator shall delegate to the Elementary School Principal the following authority and responsibilities:

Job Responsibilities:

Responsibilities to Administrator

- A. Work directly under the supervision of the District Administrator and be directly responsible to the District Administrator.
- B. Be responsible for the property of the School District that is charged to the elementary school program.
- C. Confer with the District Administrator on all matters concerning general school policy.
- D. Supply the District Administrator with a listing of the budgetary needs of the elementary school.
- E. In conjunction with the District Administrator and Board jointly develop, implement, and evaluate the annual elementary school goals and objectives.
- F. In conjunction with the District Administrator, jointly review, modify and implement a 4K-5 curriculum that is vertically and horizontally aligned with the Middle/High School curriculum.
- G. Establish and maintain a safe, helpful, and effective teaching and learning climate.
- H. Implement the district's philosophy of education and the goals of the school district.
- I. In conjunction with the District Administrator and Middle/High School principal develop a communication plan for the elementary school staff to be used in cases of emergency.
- J. Carry out a needs assessment and short- and long-term planning in the areas of facilities, personnel, equipment, and supplies.
- K. Prepare and manage the annual elementary school budget.
- L. Perform other duties as may be required by the District Administrator or Board.

Responsibilities to Faculty

- A. Supervise the classroom situation, file the appropriate reports, and assist the individual teacher to grow professionally.
- B. Evaluate the curriculum and recommend steps to continually upgrade the instructional program including recommending program additions and deletions to the elementary school curriculum.
- C. Assign teachers their teaching load and all other special duties.
- D. Evaluate professional and support staff following the Educator Effective Model and/or district-approved staff evaluation and make recommendations on retention or dismissal of staff members.

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- E. Promote risk-taking and allow staff members the opportunity to fail when trying new approaches to teaching and learning.
- F. Organize the recruiting, screening, hiring, and training of the elementary school's professional and support staff.
- G. Have charge of the elementary school in-service program in his/her effort to improve instruction.
- H. Coordinate student assessment and testing programs for the elementary school.
- I. Have charge of making recommendations for staff conference attendance, workshops, etc.
- J. Conduct regular meetings of the faculty to keep staff members involved in and/or informed of policy changes, new programs, and district issues.

Responsibility to Students

- A. Supervise the maintenance of proper student records and make the necessary reports required by the District Administrator and the Department of Public Instruction.
- B. Direct the scheduling of classes and students.
- C. See that all student extra-curricular affairs are properly scheduled and directed.
- D. Have the power to make any reasonable rule or regulation concerning the department of his/her students in or about the building or on the way to and from school.
- E. Have the right to suspend students for up to five days and recommend expulsion of students to the District Administrator and then, if necessary, to the Board following Board policy and law for the best interests of the school.
- F. Have charge of the activity and class accounts.
- G. Coordinate elementary school programs, events, and activities.
- H. Facilitate community participation in the use of the school
- I. Be visible and accessible to students, staff, and the community

LEGAL REFERENCE: Wisconsin Statutes, Section 118.24, 120,13(1), 121.02(1)(a)
Wisconsin Administrative Code P1 3, 34 8.01(2)(a)(q)

APPROVED: December 9, 2002
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