

Menasha Joint School District

PRINCIPAL – ELEMENTARY

Purpose Statement

The job of Principal - Elementary Schools was established for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to the Superintendent

Essential Functions

The Elementary School Principal needs to be an instructional leader and learner who:

- Strategically drives the success of each learner through collaborative implementation of a shared vision of teaching and learning that leads to student academic progress and school improvement that reflects excellence.
- Seeks out new opportunities or substantially improves existing programs to foster the success of all students by advocating, developing, nurturing, and sustaining a safe, positive, and academically engaging school climate. The rigor of academic expectations is evident through increased student achievement.
- Uses expertise in human resources leadership, advances the process of selecting, inducting, supporting, developing and evaluating instructional and support personnel that results in a highly productive workforce.
- Is highly effective at organizational management, demonstrating proactive decision-making, coordinating highly efficient operations, and maximizing available resources.
- Proactively seeks and creates innovative and productive methods to communicate and engage effectively with students and staff, parents and families, and the community.
- Maintains a consistently high level of visibility in the school and in the community.
- Demonstrates professional behaviors and leadership that moves the school towards exemplary performance and serves as a role model to others within the profession.
- Uses data to guide improvement decisions
- Possesses an open mindset to cultural and financial diversity and strives to improve his/her understanding.
- Understands standards-based learning and assessment and how to best implement and support its use.
- Delegates' responsibility for a variety of functions to appropriate personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel and/or Superintendent.

- Advises on policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Collaborates with district administrators and aligns to district goals

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

ABILITY Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (up to 50 pounds), carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 45% sitting, 30% walking, and 25% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience within school administration field is required.

Education: Master's degree in job related area.

Equivalency: Three years of Administrative experience as well as three years as a certified teacher.

Certificates & Licenses

Valid Wisconsin DPI Administrator Certification

Continuing Education / Training

Maintain Licensure, AED,CPR, First Aid, NVCi certifications

FLSA Status

Exempt - Salaried

Clearances

Criminal Justice Background Clearance

Post offer: TB test, Drug test, Physical

Salary Grade

215 Day Administrator Contract

Salary commensurate with education and experience

Menasha Joint School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Menasha Joint School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Receipt of Job Description _____

 Employee's Name Date