



QUALIFICATIONS AND DUTIES OF ELEMENTARY SCHOOL PRINCIPAL

EDUCATION/CERTIFICATION: The elementary school principal must have a minimum of a Masters Degree and must hold the proper Wisconsin Certification for the position.

EXPERIENCE: The elementary school principal must have at least three years of successful teaching experience at the Pre-K through 5 level.

The elementary school principal shall be responsible to the District Administrator and will be responsible for the effective and efficient operation of the elementary school program. He/she shall assist in the interpretation and execution of all policies of the board.

In addition, the elementary school principal shall:

Be responsible for the assignment, scheduling and supervision of all staff assigned to the elementary school.

Attend professional activities as necessary to remain current with recent education theory and development.

Prepare and submit such reports as may be necessary.

Provide instructional leadership to staff through a program of supervision, in-service and staff evaluation.

Provide for all programs of orientation for staff, students, parents or community members.

Implement an effective and on-going program of communication and public relations for the elementary school.

Policy 231.1 Continued:

Coordinate and supervise all special activities.

Review and administer all grades Pre-K through 5 budgets and accounts, including requisitions.

Be responsible for the general maintenance of the elementary school.

Implement programs for student health and safety, including curricula and cleanliness.

Provide leadership for the elementary school and recommend changes or additions as necessary.

Be responsible for a program of student discipline.

Plans and supervises fire drills and an emergency preparedness program.

Provide student and staff scheduling for grades Pre-K through 5.

Coordinate the Chapter I program.

Supervise the Gifted and Talented program.

Supervise the district Reading program.

Provide leadership for all early childhood programs.

Perform other such duties as may be assigned by the District Administrator.

Adopted: August 1985

Revised: November 1986

August 1990

October 1995

May 2000