

DeForest Area School District  
Administrative Regulation

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| <b>TITLE:</b><br><p style="text-align: center;"><b>ELEMENTARY SCHOOL PRINCIPAL<br/>JOB DESCRIPTION</b></p>     | <b>NUMBER: AR 3.3d(1k)</b> |
| <i>Executive Limitation: EL 3 – Treatment of Staff<br/>( 3.3d - Job Descriptions)</i>                          |                            |
| <b>Recorded as Administrative Regulation:</b><br><i>Established: 12/01/08                      Revisions:</i>  |                            |
| <b>Origin as Board Of Education Policy:</b><br><i>Established: n/a                              Revisions:</i> |                            |

**Job Summary:** The Principal serves as the educational leader at the building level and is responsible for creating and maintaining a positive, safe, and orderly learning environment, supervising building faculty and staff, and managing all resources in accordance with the District’s mission, goals and policies.

**Qualifications:**

**Required:**

- Valid Wisconsin Department of Public Instruction license, or evidence of eligibility to be licensed, as a Principal or as a District Administrator (04).
- Master’s Degree in Educational Administration or the equivalent.
- Demonstrated ability to communicate effectively in both written and oral presentations.
- Prior experience in providing leadership in an educational environment.
- Demonstrated ability to develop, implement, articulate and evaluate curriculum and instructional strategies consistent with current knowledge and best practices.
- Demonstrated ability to apply computer technology in the performance of duties and responsibilities.

**Knowledge, Skills, Abilities and Experience:**

- Current knowledge of school improvement planning and characteristics of effective school operations.
- Working knowledge of standards, benchmarks and assessments.
- Demonstrated ability of strategies for the implementation of technology in the delivery of instruction to effectively supervise and evaluate professional staff.
- Demonstrated understanding and ability to facilitate the use of appropriate community resources in meeting the needs of students and families.
- Demonstrated ability to work with diverse ethnic and socioeconomic communities.
- Knowledge of the principles of site-based shared decision-making and demonstrated ability to facilitate a team atmosphere.
- Current knowledge of theory and practice in special education programming, including inclusion, discipline, IEP development and implementation, and IDEA Re-authorization.
- Demonstrated knowledge in current research in organizational development in the educational setting and characteristics of effective leadership.
- Demonstrated ability to plan, organize, and establish priorities for action in conjunction with others.
- Demonstrated ability to make independent judgments and decisions.
- Demonstrated ability to perform effectively in an atmosphere of multiple and conflicting demands.

## **Duties and Responsibilities:**

- Provides administrative leadership to the school according to policies of the Board of Education and established administrative procedures.
- Provides leadership to the school community in developing and focusing on a shared vision, mission, goals, and continuous school improvement planning consistent with the District vision and goals.
- Ensures the effective delivery of an instructional program that meets the needs of all students.
- Provides leadership to the faculty in the ongoing process of evaluating the effectiveness and directing the improvement of educational programming.
- Provides leadership in the analysis of current programs and student achievement results and the integration of this analysis into curriculum development activities aligned with District/school goals.
- Provides leadership to the creation and maintenance of a positive, safe, and orderly learning environment for all students, faculty, and staff.
- Makes principled decisions in a timely manner and appropriately involves others in the process.
- Effectively responds to and resolves issues that arise in and outside the school environment that effect the successful operation of the school and student programming.
- Models good human relations skills and interacts positively with all facets of the school community.
- Actively participates in a variety of meetings within the school, District, neighborhood, and community in a manner that effectively integrates the school into the fabric of the community.
- Communicates effectively with parents and involves them in aspects of the school.
- Facilitates collaborative partnerships with outside agencies and businesses that promote a positive learning environment for all students.
- Supports and promotes special activities in the building that contribute to a positive and comprehensive school experience for the school community.
- Provides leadership and coordination to all staff development activities in the building, ensuring the alignment of these activities with building-based school improvement areas.
- Supervises and evaluates all faculty and staff assigned to the building and effectively addresses all performance issues in a manner consistent with District policy and practice.
- Participates in interviews and recommends for hire all staff assigned to the building.
- Plans, develops, implements, and monitors a school budget consistent with collaboratively identified building goals and improvement initiatives.
- Coordinates building maintenance in cooperation with the District maintenance department.
- Models the cultural elements of the district.
- Participates in professional development that aligns with the mission/vision of the district.
- Engages stakeholders as appropriate to gather feedback.
- Performs other duties deemed appropriate and assigned by the Director of Administrative Services.