

**TITLE:           ELEMENTARY PRINCIPAL**

**QUALIFICATIONS:**

- Valid Idaho School Administrator's Certificate.
- A Master's Degree or higher with emphasis on education administration.
- At least five years successful teaching experience, two years of which shall have been at the elementary level.
- At least two years' supervisory experience.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:**     Superintendent or Designee

**SUPERVISES:**    Assistant Principal  
Teaching staff  
Other Professional certificated staff  
All non-professional classified staff  
Other Resource Personnel while functioning in the assigned school

**JOB GOAL:**     To carry out the School Board's Mission; to challenge and guide each student toward his/her potential. To plan, manage and evaluate instructional and administrative systems in promoting the educational development of each student and the professional growth of each staff member. To make the school facility an attractive, pleasant and productive place in which to work and learn.

**PERFORMANCE RESPONSIBILITIES:**

- Supervises the school's education program.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Assists in the development, revisions, evaluations, and implementation of the District's curriculum.
- Assists in the recruiting, screening, hiring, training, assigning and evaluating of the schools certificated and classified personnel.
- Assumes responsibility for the safety and welfare of all students and employees.
- Delegates authority to responsible personnel to assume responsibility for the school in absence of the principal.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Prepares and is responsible for the school's budget.
- Plans and supervises fire drills monthly, and develops an emergency preparedness program.
- Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
- Supervises the incorporation of technology into the administrative and instructional arenas.
- Supervises in a timely manner all school reports for the state and district.
- Assumes responsibility for the attendance, conduct, safety and health of students.
- Acts as liaison between the school and the community, interpreting activities and policies of the school and district, and encouraging community participation in school life.
- Makes personnel change recommendations for certificated and non-certificated staff within their building.
- Keeps the superintendent informed of the school's activities and problems.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.

- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an administrator, the Idaho Code of Ethics, and the negotiated contract.

**PHYSICAL DEMANDS:** The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** Principals are hired on a 10, 11, or 12-month contract depending upon the needs of the district and school. Salary according to current Administrative Salary Schedule as approved by the Board of Trustees.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of administrative personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

April 14, 2015