



# ST. JOSEPH SCHOOL DISTRICT

*Educating Each Child for Success*

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**Position Title:** Elementary Principal

**Qualifications:**

**Required:** Master's Degree with a valid MO Administrative and Elementary Teaching Certificate.

**Preferred:** Specialist Degree, successful administrative experience and 5 years teaching experience.

**FLSA:** Exempt

**Salary Schedule:** Per Approved Administrative Salary Schedule

**Direct Report:** Director of Elementary Education

**Terms of Employment:** 10 ½ month

**Purpose:** To provide effective instructional leadership; direct overall site operations, services, and staff; providing information and serve as a resource to others; develop community relations; enforce established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with students and staff. Because of the scope of the duties required by this job, the acceptance of extra duty assignments is not allowed.

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**Essential Job Functions and Qualifications:**

- Attend work in a regular, reliable and punctual manner.
- Maintains visibility throughout the school campus during the instructional day.
- Leads in the development, implementation and communication of educational goals.
- Provides strong and positive educational leadership in organizing, developing and administering the instructional program of the assigned school.
- Utilizes student data to develop the school improvement plan, inform professional development decisions, and evaluate personnel.
- Develops and grows educators in the profession through building professional development, observation of classroom instruction, review of lesson planning, and feedback conversations.
- Provides leadership in developing the necessary climate for change and growth within the school.
- Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates cadres (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.



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- Develops and demonstrates effective communications through regular staff meetings, weekly building communications, newsletters, and personal contacts.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Various other duties as assigned for the purpose of serving student and staff needs.

## **Employee Behavior and Conduct:**

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.