

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

REPORTS TO Assistant Superintendent, Instructional Services, Elementary

GENERAL RESPONSIBILITIES

1. Directs all school administrative operations.
2. Provides instructional leadership for all school programs.

SPECIFIC RESPONSIBILITIES

1. Provides leadership for all school operations consistent with existing collective bargaining contracts, school law, Board policies, and Administrative Procedures.
2. Provides leadership in developing, coordinating, implementing, and evaluating school instructional and extra-curricular programs.
3. Creates a positive school climate and a culture of character within the school.
4. Maintains fair, reasonable, and consistent discipline within the school.
5. Establishes the School Advisory Committee and develops the School Improvement Plan.
6. Provides a healthy and safe environment for students and staff (fire drills, disaster plan, etc.).
7. Maintains proper maintenance and custodial care of school facility and grounds.
8. Supervises the building of the Master Schedule and related staff assignments.
9. Organizes and provides staff development opportunities for all members of the school community.
10. Evaluates instructional and non-instructional staff.
11. Directs school accreditation procedures.
12. Facilitates parent involvement in the school community.
13. Serves as liaison between school and community to utilize community resources.
14. Maintains and properly disposes of administrative and student records.

15. Serves as liaison between the school and the food service program.
16. Serves as liaison between the school and the district transportation office.
17. Develops locational and internal school budgets.
18. Supervises the accurate accounting of monies received and dispersed from school funds.
19. Supervises materials evaluation and selection studies within the schools.
20. Supervises the preparation of county, state, and federal reports originating at the school level.
21. Maintains inventory of supplies, equipment, and furniture within the school.
22. Recruits and interviews prospective staff members.
23. Participates in workshops, conferences, parent-teacher meetings, and extracurricular activities.
24. Performs other tasks, duties and responsibilities as assigned by the Assistant Superintendent, Instructional Services, Elementary.