



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	School Principal, Elementary (PreK-5)
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Admin salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Superintendent
<b>SUPERVISES</b>	All school personnel – directly or indirectly
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; late evenings and weekends as necessary
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The School Principal serves as the chief administrator of the assigned school. As the chief administrator, the School Principal is expected to provide instructional leadership to school staff and to work cooperatively with all stakeholders in order to provide the educational development of each student as well as the professional growth of each staff member. To that end, the School Principal supervises and directs all personnel, facilities, and programs in the assigned school.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of cognitive, affective, social and physical development of school children
- Thorough knowledge of federal, state and local policies and procedures regarding the learning process in grades PreK-5

- Thorough knowledge of the evaluation process of staff and the ability to provide appropriate counseling for improvement, as needed
- Thorough knowledge of North Carolina's accountability model
- Considerable knowledge of school board policies, procedures and standards regarding the education of students in Orange County Schools
- Considerable knowledge of ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends and developments in education
- Considerable knowledge of the *North Carolina Course of Study* and *Common Core*
- Demonstrated skill in counseling and developing staff
- Demonstrated skill in providing and/or presenting professional development for staff that encourage professional growth of the school staff and enhances the quality of the instructional programs on campus
- Ability to assess the needs of students and school atmosphere; promotes school safety
- Ability to plan, develop, implement and evaluate educational programs within the school
- Ability to evaluate the effectiveness of existing school programs and make recommendations for improvement
- Ability to use common office machines and computer driven word processing, spreadsheet and file maintenance programs
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with students, staff, system administration, parents, and the community
- Ability to establish and maintain effective working relationships

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Master's degree from an accredited institution in school administration
- Three (3) to five (5) years of experience as a classroom teacher
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- NC Teacher's License in any applicable area
- NC Principal License, or eligible for certification
- Valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Doctorate degree from an accredited institution in Education, School Administration, Curriculum and Instruction
- Elementary school experience as a teacher and/or school administrator
- Elementary school experience as an Assistant Principal
- Spanish Speaking

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Conceptualize the mission of the school district, broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program
2. Ensure that the school program is compatible with the legal, financial, and organizational structure of the school system
3. Define the responsibilities and accountability of staff members and develop plans for interpreting the school program to the community
4. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and the mission of the school.
5. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and create high morale among staff and students
6. File all reports regarding violence, vandalism, attendance and discipline matters as required by the NCDPI and federal, state, and local laws, rules and regulations
7. Provide activities that facilitate the professional growth of the school staff and enhances the quality of the instructional program
8. Identify the annual objectives for instructional, extracurricular, and athletic programs of the school
9. Ensure that the School Improvement Plan is followed and reviewed throughout the school year
10. Ensure that the instructional objectives for a given subject and/or classroom are developed, along with detailed curriculum pacing guides
11. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program
12. Provide opportunities for staff participation in the school program
13. Establish, implement and evaluate procedures used to carry out the daily routine of the school
14. Evaluate student progress in the instructional program by means that include the maintenance of up-to-date student data
15. Supervise and appraise the performance of the school staff through observation formulas derived by the state of North Carolina
16. Maintain inter-school system communication and seeks assistance from central office staff to improve performance
17. Establish a professional rapport with students and with staff that encourages and promotes their respect
18. Display the highest ethical and professional behavior and standards when working with students, parents, and school personnel
19. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession, encouraging school staff to do the same
20. Notify the Superintendent, the Board, and other appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances
21. Develop clearly understood procedures and provide regular drills for emergencies and disasters as required by the NC Statutes
22. Comply with established lines of authority and promotes school safety
23. Orient and assist new staff members and new students and provides opportunities for their input in the school program
24. Encourage the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members
25. Manage, direct, and maintain records regarding the materials, supplies and equipment that are necessary to carry out the daily school routine
26. Involve the staff in determining priorities for instructional supplies

- 27. Organize, oversee, and provide support to the various services, supplies, materials, and equipment provide to carry out the school program
- 28. Involve the community and makes use of community resources
- 29. Perform other duties and responsibilities as assigned by the Superintendent

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*