



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: Elementary Principal

QUALIFICATIONS:

- Hold a valid Alabama Certificate to serve as an Administrator.
- At least 5 years successful experience in public education/3 years of successful teaching experience. Administrative experience preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: Superintendent or Superintendent's Designee

SUPERVISES: Students and staff

CONTRACT DAYS: 240 days

SALARY: Salary is negotiated.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To serve as the instructional leader of the school and work with staff, students, and community to ensure a high quality educational program. To use leadership, supervisory, and administrative skills to promote the educational development of each student.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assume the responsibility for being the instructional leader in the school and continually monitors, evaluates, and modifies the instructional program to meet the needs of the students.
2. Sets high expectations for staff and students, being the example for high personal and professional standards.
3. Reaches out to parents and the community to build support for the school. Forms and maintains parent/community support organizations, and uses community agencies to assist in meeting student needs.
4. Adhere to school system rules, administrative procedures, local board policies, and state/federal laws.
5. Participate in the State Board and system required in-service and professional development.
6. Assists in implementing all policies and rules governing student life and conduct.

7. Perform reasonable duties necessary for the safe and effective operation of the school.
8. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
9. Exhibit positive human relation skills and professional ethics.
10. Demonstrate proficiency in written and oral communication.
11. Demonstrate competency in the use of technology.
12. Contribute to the overall development of an effective school program.
13. Comprehensive knowledge of current curriculum, instructional practices, learning supports, and technology integration.
14. Assist in the development, revisions, and evaluation of the curriculum.
15. Supervise all teachers, custodians, clerks, other school employees.
16. Ensure that performance evaluations are conducted on all applicable personnel (conducted by principal or designee).
17. Demonstrate skills in recruitment, selection, induction, and assignment of personnel.
18. Plan and supervise safety drills to ensure emergency preparedness.
19. Plan and hold regular faculty meetings requiring all teachers attend or establish process to ensure everyone receives information.
20. Attend principals' meetings called by the Superintendent.
21. Attend or assign a designee to supervise school sponsored activities, functions, and events.
22. Encourage and work with school support organizations including Parent-Teacher groups.
23. Supervise the maintenance of accurate records on the progress and attendance of students.
24. Assumes responsibility to see that each child is under the direct supervision of a teacher at all times during the school day.
25. Supervise all financial accounting, payroll, record keeping, and required reporting.
26. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
27. Communicate concerns and requests to the Superintendent or central office staff in an appropriate and timely manner.
28. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Requires sufficient physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

DATE OF LAST REVIEW: 07/23/24

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: _____
 Printed name of employee/applicant Signature Date: