



Example of Elementary Principal Job Description

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Our company is searching for experienced candidates for the position of elementary principal. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for elementary principal

- Maintain a school-wide technology plan that effectively implements significant technology resources to differentiate instruction and support academic enrichment for all students
- Analyze student achievement results to identify areas in greatest need of improvement and to inform school improvement efforts
- Institute immediate targeted interventions and monitors their effectiveness
- Conduct daily classroom observations to analyze instruction, supervise staff and provide feedback, to ensure continuous improvement in teaching and learning
- Develop and ensure implementation of a Professional Development system for the teachers in the school that is based on the overall educational goals of the school and the individual needs of teachers identified in teacher evaluations, and which incorporates both in-school professional development hours and external, central resources
- Recruit, hire, develop, and retain diverse teachers and staff to create a collaborative education team that meets the learning opportunity needs of all students in the school, including those in regular education, students with disabilities, and English Language Learners
- Develop and implement a Whole School Improvement Plan that sets the direction for school
- Develop and set annual school performance objectives for academic excellence indicators

- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the school community

Qualifications for elementary principal

- Exhibit an understanding of district guidelines and policies as they relate to disciplinary and safety procedures
- Display the ability to maintain accurate records in regard to attendance, textbooks, supplies, equipment and materials
- Be able to garner support and resources, and engage community organizations, individual education supporters, and businesses to support student achievement, social skill and character development, inside and outside of school
- Establish an elementary school advisory committee to assist other administrators and the Garrison Commander on school issues
- Observe staff performance, record observations, and conduct evaluation conferences with staff
- Confer with teachers regarding professional growth