



# Example of Elementary Principal Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and 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

- Assists in the mentoring, recruiting, screening, selecting, and assigning of the school's certified and classified staff
- Assists in securing, maintaining, and managing material resources
- Prepares and administers the school budget and supervises school finances
- Identifies day-to-day challenges in the classroom, recognizes barriers to program delivery, and collaborates with staff to address these challenges
- Ensures students receive appropriate placement and services
- Understands and communicates linkage between evaluation data and professional development activities
- Communicates and clarifies the school's mission, vision, and goals to stakeholders and others
- Provides a safe, orderly environment that facilitates teaching and learning
- Provides a climate of high expectation for staff and students with a focus on learning and results
- Supervises, observes, and evaluates teachers and staff

## Qualifications for elementary principal

- Ability to exercise strict confidence in handling sensitive information
- Must hold/be eligible\* for Georgia provisional or clear renewable Tier 1 Leadership Certification (minimum of L5 Certificate)
- Minimum 5 years of experience, demonstrating progression of added

- Must hold or be eligible for a provisional or clear renewable Leadership Certificate
- Ability to establish and maintain effective relationships with students, parents, site personnel, district personnel and general public