



Example of Elementary Principal Job Description

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Our innovative and growing company is looking to fill the role of elementary principal. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for elementary principal

- Communicating effectively with all staff, students, families, and external stakeholders
- Coaching and supporting teachers to be highly effective instructors
- Serve as the school's point of contact for all external stakeholders and state compliance reporting
- Monitor compliance of IEPs, 504s, Evaluations, and ELL programs and ensure service delivery is delivered with fidelity
- Manage and coach Special Education teachers and related service providers and lead Student Support content team
- Consult on all discipline cases involving protected students and ensure procedural compliance
- Plan and deliver professional development
- Leads in the development, determination of appropriateness, and monitoring of the instructional program
- Plans and executes professional development for teachers on classroom culture, building relationships and behavior intervention
- Assists teachers, students, and parents in the effective creation and implementation of individual behavior plans

Qualifications for elementary principal

- Additional opportunities may be available in Texas, Mexico, or other

- Current certification in Instructional Leadership Development (ILD) and Professional Development and Appraisal System (PDAS)
- Ability to problem solve, think critically and manage conflicts
- Ability to coordinate campus functions
- Three (3) years experience in a leadership (non-classroom) role