



POSITION AVAILABLE

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OPEN

POSTING DATE: 03/02/2010

CLOSING DATE:

POSTING NUMBER: ABP1027

LOCATION: Mount Vernon Elem.

POSITION: Elementary Principal

JOB QUALIFICATIONS: 1. Must qualify for Administration & Supervision endorsement. Masters degree in job related area.

2. Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, administrators and parents.

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JOB DESCRIPTION: To supervise and coordinate the total instructional and student program, promote positive school climate and foster parent and community support.

DUTIES AND RESPONSIBILITIES: KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated successful experience as an elementary school administrator, special project coordinator, curriculum planner, etc.

2. Demonstrated successful experience in elementary curriculum and instruction, including programs for special education (particularly inclusion models), ESL, talented and gifted, and compensatory education.

3. Working knowledge of the concepts and principles of shared decision making.

4. Demonstrated competencies in assessing staff performance through observation and evaluations.

5. Computer competency and familiarity with emerging technologies and their instructional management applications.

6. Extensive experience in planning and delivering staff development opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Directs the development of the school vision, and establishment and maintenance of the school philosophy and educational programs, consistent with community characteristics and school system goals and practices.

2. Implement School Board policies and regulations.

3. Develops, annually, the School's program plans, to include: instruction, performance,

technology, and areas of special emphasis (ESL, special education, talented and gifted, minority achievement).

4. Selects, orients, assigns, supervises and evaluates staff to attain the objectives of the educational program.
5. Prepares the school budget and monitors the expenditure of funds.
6. Serves as liaison between the school and the parents and community, interpreting activities and policies and encouraging participation in school life.
7. Articulates the plans and activities of the school to the administration and school board.
8. Provides for adequate inventories of school property and for the security of and accountability for that property.
9. Responds to administration's written and oral requests for information and required reports, and documents in a timely manner.
10. Fosters good interpersonal relations among staff and students.
11. Establishes and successfully implements high standards of student behavior.
12. Assumes overall responsibility for the safety, security and appearance of the school facility and the supervision and evaluation of all support staff.
13. Monitors the evaluation of student performance and utilizes related data to assess the effectiveness of the instructional program.
14. Conducts staff meetings on regular basis, and other grade level, topical and subject area activities as appropriate.
15. Completes other tasks and responsibilities as assigned by the Superintendent of his/her designee.

**REQUIRED
EXPERIENCE:**

**EMPLOYMENT
INFORMATION:**

12 month/(240 days) eight hours a day. This job reports to Superintendent or designee.

MONTHS / HOURS:

SALARY:

TBD Depending on qualifications.

DAYS:

240

FROM - TO -

GRADE / STEP:

START DATE:

July 1, 2010

For additional information on how to apply, click [here](#).