

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	ELEMENTARY SCHOOL PRINCIPAL	REPORTS TO:	Superintendent or designee
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TRAINING QUALIFICATIONS

- Valid Ohio state certificate/license as principal
- Successful teaching experience at the appropriate grade levels preferred
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- **Leadership Ability:** Must be able to provide the appropriate direction, guidance, and management skills to achieve the vision and mission for the district
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a strong attendance record reflecting promptness
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

Serves as the instructional leader in the respective building; responsible for day-to-day management of entire school building operation; major areas of focus include personnel, curriculum, students, parents and public relations within the community

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

DUTIES AND
RESPONSIBILITIES

Leadership – Curriculum and Instruction

1. Serves as the educational leader of the building utilizing all school system, community and state resources in providing the most effective program for each child
2. Develops efficient and effective data foundations, e.g., test interpretation, for evaluating student progress toward stated educational objectives
3. Works with the district office in obtaining and maintaining the educational equipment needed for the building
4. Maintains on-going communications with the superintendent and district office personnel regarding school activities, problems, and instructional matters
5. Prepares and/or presents reports or materials as requested by the district office, Board of Education, Muskingum Valley Educational Service Center or the State Department of Education

Administration Organization

1. Is responsible for:
 - a. the total development and operation of the educational program in the building
 - b. all staff and personnel assigned to the building
 - c. all students assigned to the building and the corresponding student services
 - d. the appropriate financial operations of the building
2. Recommends and assigns personnel in conjunction with district office
3. Assists the district office in other staff personnel duties as requested
4. Files reports with the Board of Education and attends board of education meetings as requested
5. Ensures security and safety requirements of all building and grounds regarding:
 - a. distribution and control of all keys
 - b. procedures for community groups use of facilities
 - c. proper maintenance of the building, in conjunction with the maintenance and custodial supervisors and staff
 - d. cleanliness of facilities through direct supervision of building custodians in conjunction with the head custodian
6. Works cooperatively with the district office in planning of new, or renovation of existing facilities to meet the needs of the educational program
7. Promotes positive public relations by:
 - a. establishing and demonstrating excellent community relations to further the community's understanding and support of the educational program
 - b. encouraging student and staff pride in the facilities and encouraging them to assist on an on-going basis in the care of it
 - c. preparing news releases for the media for informational items
 - d. recognizing student and staff achievements through appropriate media releases
 - e. publishing a building newsletter to parents as prescribed in Board of Education policy and procedures
 - f. maintaining a building wide calendar of events to insure proper scheduling of activities
8. Maintains financial records and reports information according to district guidelines
9. Abides by all district policies, procedures and regulations, and enforces them with students and staff

Pupil Services

1. Develops efficient and effective processes for:
 - a. a system of student conduct for all aspects of the school operation
 - b. registration of new students
 - c. scheduling of all students
 - d. conducting a pre-school clinic for kindergarten children and parents (elementary only)
 - e. orientation of all students and parents
 - f. appropriate supervision of all school activities during and after school hours
 - g. preparing and distributing student handbooks annually
2. Promotes and demonstrates concern and caring for student welfare by:
 - a. successfully communicating with all students
 - b. encouraging student responsibility and leadership
 - c. being available to discuss problems, concerns, and reasonable requests

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POSITION NO. 2.00

- d. helping students to understand that the image of their school is important and that the image of the school has direct bearing on the community
- e. planning programs and assemblies that will be both educational and entertaining to students
- 3. Is responsible for an effective data processing system for scheduling, grading and attendance
- 4. Is responsible for establishing and maintaining a system for the proper maintenance of all student records
- 5. Attends appropriate student activities to provide leadership and demonstrate interest

Personnel Services

- 1. Makes recommendations to the district office regarding the contractual status of personnel under his/her direct supervision
- 2. Maintains appropriate personnel files for individuals assigned to the building
- 3. Conducts orientation for new staff members
- 4. Prepares staff handbooks annually
- 5. Sends email or other communication as necessary to keep staff informed
- 6. Develops the building master schedule
- 7. Assigns playground and lunch duties as needed
- 8. Consults and coordinates regularly with speech and hearing therapist, nurse, psychologist, counselors, librarian/media specialist, technology, and music, art and physical education teachers and tutors
- 9. Consults and coordinates regularly with building classified and voluntary personnel for most effective utilization
- 10. Conducts regularly scheduled staff meetings
- 11. Involves the teaching staff in the decision-making process, when appropriate
- 12. Obtains substitute teachers as needed
- 13. Makes classroom observations according to Board policy
- 14. Observes teachers in classes and in their daily routine
- 15. Counsels teachers on their individual and group performance according to the adopted evaluation policy and procedures (OTES Certified)
- 16. Cooperates with college and university officials regarding teacher training and preparation, and provides for appropriate staff development programs
- 17. Assumes a leadership role for the overall morale of the staff

Other

- 1. Keeps abreast of trends, research, and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field
- 2. Employs parents and community members in the educational process and creates an environment where the community resources support student learning, achievement and well being
- 3. Attends co-curricular and extra-curricular events
- 4. Is responsible for other duties as assigned by district office administrators

TERMS OF EMPLOYMENT	202, 211, 260 contract days
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