

# NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

## Principal, Elementary

### Purpose of the Job

The elementary school principal shall have full responsibility for all administration of the school and supervision of all staff. He/she is expected to be pro-active, highly visible and able to maintain a warm, productive school environment that fosters high expectations. As the school leader, he/she will be responsible for involving all members of the school community in the development of student learning improvement plans, which focus on goals and strategies to improve student achievement.

### Essential Job Functions

1. Facilitate educational leadership in creating a positive environment conducive to teaching and learning.
2. Lead in development and successful implementation of school improvement goals/objectives which increase student achievement through team efforts.
3. Use comprehensive knowledge of current research in education and proven abilities in curriculum and instructional design to meet individual needs in a diverse student population.
4. Provide a loving, nurturing climate for students while using proactive discipline techniques in a common sense atmosphere.
5. Provide leadership for the selection, placement, support, professional development, and evaluation of assigned staff.
6. Communicate effectively and openly with staff, parents and the community; continue positive school/community relations; be active in the community.
7. Be an effective and creative problem solver.
8. Direct the school building level instructional program development, implementation, and evaluation.
9. Develop the school budget and manage allocated funds in conjunction with the School Leadership Team, and in accordance with the district strategic plan, policies, and contractual obligations.
10. Coordinate maintenance, use and security of the physical plant to facilitate activities and functions of the educational program and community activities.
11. Work positively with district-wide elementary alternative learning programs.
12. Provide leadership and support for multiple models of classroom organization including teaming, looping, multiage classrooms, and other school improvement efforts.
13. Provide leadership for a 1-8 grade multi-age options program with significant parent involvement. (Gordon)
14. Perform other related duties as assigned.

### Qualifications:

#### **Education & Experience:**

1. Minimum of five years successful public school teaching.
2. Successful experience in elementary school administration.
3. Experience working with students and families from a variety of cultural backgrounds.
4. Experience in moving a diversely-talented staff toward common goals.
5. Experience working with students with special learning needs.
6. Experience with working collaboratively with staff to produce a positive learning climate.

**Knowledge Skills & Abilities:**

**Licenses, Certificates & Special Requirements:**

1. Possess or be eligible for Washington State Principal certificate for the appropriate level.
2. Master’s Degree in educational administration, supervision, or appropriate related field.

**Reporting Relationship:**

Reports directly to the Director of Elementary Education.

**Conditions of work:**

**Union Affiliation:**

NKSAA

**FLSA Status:**

Exempt

**Salary Range:**

NKSAA

**Job #**

**Job History:**

Created 02/02; Revised: 9/10

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Immediate Supervisor      Date

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Assist. Superintendent of HR & Operations      Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*