

**Position: Elementary Principal**

**Qualifications:**

1. **Education level – Specialist Degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. Masters Degree from an approved institution with a major in educational administration or the accepted equivalent is required.**
2. **Certification or Licensure – Appropriate Missouri Administrative Certificate.**
3. **Experience desired – Five years of successful building-level administrative experience.**
4. **Other requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Experience, maturity and leadership abilities in appropriate facets of school administration. Sensitivity to the needs and objectives of the student, school and district; the ability to supervise, evaluate, and manage the work of others; leadership skills in the area of curriculum development, management, and evaluation.**

**Performance Responsibilities:**

1. **Assumes responsibility for the school and educational program.**
2. **Sets high expectations and standards for the academic and social development of all students and the performance of adults.**
3. **Requires content and instruction that ensures student achievement of agreed upon academic standards. (Teachers are teaching the written curriculum.)**
4. **Provides for effective curricular leadership.**
5. **Uses multiple sources of data as tools to assess, identify, and apply instructional improvement.**
6. **Actively engage the community to create shared responsibility for student and school success.**
7. **Develop a school climate that creates an instructional program conducive to student learning and staff professional growth.**
8. **Provides for effective selection, induction, and continual staff development of all personnel.**

9. Assumes leadership responsibilities for the development and improvement of staff.
10. Provides for effective evaluation of all personnel.
11. Provides leadership for positive educational change.
12. Communicates and promotes standards of performance.
13. Budgets time to achieve balance between administrative and supervisory duties.
14. Utilizes effective practices to promote desirable student conduct.
15. Demonstrates effective skills in problem analysis, decision-making, and judgment.
16. Demonstrates effective communication skills.
17. Demonstrates positive interpersonal relations with students, staff, and community.
18. Promotes and nurtures a positive interpersonal climate in the school building.
19. Ensures appropriate building supervision, discipline, and supervision of activities.
20. Participates in professional growth activities.
  
21. Holds high expectations for self as evidenced by modeling positive work habits and behaviors.
  
22. Attend monthly School Board meetings.
  
23. Assumes responsibilities outside the school as related to school matters.

**Minimum Salary: \$93,000**

**Applications will be accepted through January 15, 2020 at 5pm.**