

**2020-2021 Certified Administrator – Bissett Elementary**  
**Job Title: Principal**

**Reports to:** Executive Director of Elementary Learning

**Work Schedule/FLSA Status:** Exempt, per contract agreement

**Tenure Track:** Dependent on previous experience

**Social Security Contribution:** Ineligible

**Salary:** Administrator Salary Schedule, Level A131

**Purpose Statement**

The Springfield, Missouri Public School District is currently seeking qualified applicants for the position of Principal- Elementary.

The Springfield School District is Missouri's largest public school district and has built a reputation of academic excellence based on the outstanding performance of our students and schools. About 25,000 students attend 36 elementary schools, an intermediate school, 9 middle schools, 5 high schools and a variety of alternative education and choice programs.

The job of Principal- Elementary is responsible for establishing a school site's mission and vision that aligns with the District's Strategic Plan and provides support for the instructional process. This position includes specific responsibility for directing overall site operations, services and staff at a school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing staff and/or student issues, situations and/or problems that arise on campus or with enrolled students. This Provides support as educators interact with students and parents to ensure collaboration and professional communication exists.

**Essential Functions**

- Promotes a positive culture for the school site of responsibility. The principal sets the expectations for the students and all building staff under their charge.
- Ensures effective instructional programs are being designed and delivered to students.
- Ensures that professional learning opportunities are available and delivered to promote continued educator learning and growing.
- Serves as the instructional leader (e.g. new teacher orientation, instructional process, classroom management, curriculum,) for the purpose of providing support and guidance as requested based on their knowledge and experience.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's
- Continues to increase personal knowledge, skills and abilities and ensures best practices are being implemented.
- Ensures all state statues, board of education policies, administrative practices and procedures, as well as employee handbook are complied with.
- Manages the school site and organizational systems by ensuring the proper structure is in place, leading educators and staff to support their performance success and effectively and efficiently managing resources.
- Conducts meetings as needed (e.g. curriculum, safety, site advisory, special district committees, central administrative staff, ) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives and for the proper functioning of the school.

- Responsible to ensure that staff and educators are following proper ethical standards and performing their responsibilities with integrity; holds those who fall short accountable.
- Delegates responsibility for a variety of administrative functions to Assistant Principals and other personnel for the purpose of managing the workload more efficiently, as well as growing leadership capacity.
- Develops a wide variety of written and electronic reports (e.g. budgets and financial forecasts, student data reports, teacher tenure recommendations,) for the purpose of providing guidance for curriculum, instruction, assessment and student achievement and making recommendations to administrative personnel.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students, parents and community members for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. district goals, SIP plan,) for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, technology communication,) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Monitors programs (e.g. Student learning/achievement, student attendance, At-Risk Intervention, staff attendance, technology plan, facilities maintenance, extracurricular and co-curricular,) for the purpose of establishing an effective learning climate.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence,) for the purpose of documenting activities, providing written reference and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements (Minimum Qualifications)**

**Knowledge** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

**Skills** are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects;

using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies

**Ability** is required to schedule a number of activities, meetings and/or events; gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing and maintaining positive relationships; setting high expectations for self and others; setting and monitoring progress toward goals; utilizing and offering effective feedback to continuously improve; collaborating and communicating effectively with internal and external stakeholders; applying critical thinking/problem solving to improve work processes; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities; improves teaching and learning.

### **Employee Punctuality and Appearance**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Springfield School District and is appropriate for their position.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing and leading other employees within a work unit; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Terms of Employment**

This position is treated as full-time exempt certified position. The terms of employment will be governed by applicable state laws regulating employment or teaching in a Missouri public school and Board of Education policy, as those laws and policies may change from time to time, and the Teacher Contract. If your position is represented by Collective Bargaining representative, then your employment will also be governed by a negotiated agreement between SPS and that Collective Bargaining representative.

### **Experience**

Three years of successful teaching experience required; leadership experience with increasing levels of responsibility is preferred.

### **Education**

Masters degree in job-related area, required

**Equivalency:**

Other related master's degrees and/or experience may be considered in lieu of stated experience and education requirements.

**Miscellaneous Requirements**

Background clearance, the results of which must be satisfactory to the District, required

**Certificates and Licenses**

- Missouri Administrative Certificate, required
- Ability to gain and maintain "Highly Qualified" status as defined by Missouri's Department of Elementary and Secondary Education, required

**Work Environment & Physical Requirements**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching and/or crawling and significant fine finger dexterity. Generally, the job requires 30% sitting, 40% walking and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.