

Fremont County School District #21 – Fort Washakie, Wyoming

Job Description

Job Title: PK-5 Principal
Supervisor: Superintendent

Duty Days: 220 days

Classification: Administrative

Qualifications:

- Bachelors in Education (Elementary Education preferred) and Master's Degree in Educational Administration.
- Meets Wyoming Professional Teaching Standards (for an Elementary/Middle Principal's endorsement).
- At least five years experience in teaching.
- An instructional leader.
- Ability to work with diverse students and parents.
- Expertise in program evaluation procedures and Wyoming School Improvement processes.
- Computer literacy with knowledge of instructional technology.
- Ability to weigh options, think clearly, and evaluate accurately.
- Ability to understand and facilitate the needs of various personality types.
- Ability to make decisions with sound emotional judgment.
- Ability to understand the psychological and physiological development of adolescents.
- Ability to develop a plan and make decisions to facilitate its fulfillment.
- Maintains a high level of confidentiality.
- Must be able to concentrate with numerous interruptions.
- Must be persuasive, alert, and creative.
- Must have patience, initiative, and reasoning.

Duties and Responsibilities:

- Communicate with parents and individuals with clarity and sensitivity.
- Promote parental involvement by facilitating participation of parents as partners in the education of their children.
- Team/grade level planning to implement reading and math objectives at the classroom level.
- Observe classroom instruction strategies and use of teaching materials to assure the curriculum is taught and assessed.
- Address specific instructional goals and reinforces a commitment to high performance standards, provides indicators of adequate yearly progress (AYP) and feedback on the school achievement goals and progress toward reaching the goals.
- Supportive of professional development activities that align to school improvement goals.
- Support professional development that provides opportunity for collaboration, experimentation, and reflection in order to resolve instructional problems.
- Create and sustain an organizational culture that promotes high standards and expectations for staff and students.
- Collaborate with teachers/staff to build a master schedule.
- Communicate school accomplishments through school newsletters, faculty or community presentations or individual congratulatory notes to school faculty members.
- Distribute rules, desired behaviors, teacher's guidelines, and other responsibilities for developing the behavior management program of the school.
- Expect teachers to use effective lesson plans and classroom management techniques to minimize classroom disruptions and promote a challenging and motivating learning environment.
- Present & use test data collected from state and local testing and assessment to discuss formative instructional strategies to improve effectiveness of daily classroom instruction.
- Supervises screening students in the general PK-5 school population to determine who may need remedial services.

- Is a participating member of the Building Intervention Team (BIT).
- Support opportunities/activities that celebrate accomplishments for students and staff on a quarterly basis.
- Ensure the school faculty and staff has school wide practices of a safe school. (i.e. crisis plan)
- Use effective group-process and consensus-building skills when working with faculty on problem-solving activities.
- Protect the rights and confidentiality of staff and students.
- Develop and distribute student and faculty handbooks that are consistent with the school's vision, goals, local school board policy, state and federal law.
- Maintain a high standard of student conduct and enforce discipline according to due process rights of students.
- Supervise the daily use of the school facilities for both academic and co-curricular activities.
- Assume responsibility for the attendance, conduct, and maintenance of health of students.
- Evaluate Subordinate staff.
- Attend school board meetings.
- Maintain local community connections and high visibility at school-sponsored events.
- Other duties as assigned.

Salary Range:

- Salary per schedule