

# Gateway School District

## Position Description

Position Title: **Elementary School Principal**  
Location(s): Dr. Cleveland Steward, Jr., Ramsey, Evergreen and University  
Park Elementary Schools  
Reports To: Assistant Superintendent  
Term: 12 month, 260 day, Act 93

### **Minimum Qualifications:**

- Master's Degree or higher
- Knowledge in the areas of school law
- At least three years experience in teaching and school administration
- Valid PA Elementary or K-12 Principal Certification
- Demonstrated leadership ability in working with students, staff, parents and general public
- Strong leadership and personal drive
- Passion for children and their families
- Ability to implement programs to improve education achievement
- Ability of build partnerships with community organizations
- Commitment to technological advancement
- Familiarity with various educational models
- Strategic planning experience
- Strong Communication Skills
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 14) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **Goals:**

To provide leadership in the ongoing development and improvement of the entire instructional program of the District

### **Essential Duties and Responsibilities:**

- Assist in the development of a philosophy of education and in its continuous appraisal and revision
- Serve as the educational and professional leader for the faculty
- Assist in the continuous development of an educational program which complies with the accepted philosophy and meets, with increasing effectiveness, the needs of the children
- Make concrete provision both for keeping aware of contributing to the advancement of human knowledge in his/her own related fields
- Supervise the teaching staff for the fullest development of the educational program to meet the aims and goals directed by the accepted philosophy
- Keep well grounded in elementary school practices and keep abreast of new developments in the field of elementary administration

- Know and understand the application of child development patterns, the learning process and the social and emotional attitudes of children
- Encourage teachers in the practice of professional ethics in their relations with other teachers, supervisors and administrative personnel
- Develop the morale of the staff by moving forward with the teachers
- Make frequent classroom visitations for the purpose of evaluating and assisting the teachers with their instructional programs, their methods and procedures used in presenting meaningful lessons, and their management and control of classrooms
- Maintain an anecdotal record on each teacher resulting from classroom visitation as described in the above duty.
- Confer with teachers, individually and in groups, for the improvement of instruction
- Do classroom demonstrations as a means of teacher improvement
- Encourage initiative in teachers to explore their own ideas, as well as new ways of teaching
- Evaluate the instructional program continuously and make recommendations to the administration for its improvement
- Guide teachers in making self-evaluations and encourage them to seek help when needed
- Examine teachers' plan books for daily and extended programs and evaluate them in terms of what is being taught
- Assist in the orientation and adjustment of new teachers
- Arrange for and supervise substitute teachers
- Receive, establish and transfer all completed substitute teacher forms, indicative of teacher absence, to the elementary administrator promptly
- Generally supervise the building and grounds and work cooperatively with the maintenance supervisor and the custodians
- Report needs of repairs, maintenance or damage
- Coordinate the cafeteria program with the daily schedule and work cooperatively with the cafeteria personnel
- Be familiar and exercise concern with problems relative to transportation, including discipline
- Assist in coordinating the schedules of the music, art, physical education and special education teachers with the regular teachers and work cooperatively with them
- Coordinate the use of special rooms and audio-visual equipment in the building
- Conduct approved fund drives and campaigns
- Assist in coordinating the health and dental program with other functions of the school
- Observe all rules and regulations governing the safety, health and welfare of students and conduct or have conducted fire drills, disaster drills, inspection, etc., required by law or local officials and keep a detailed report of each
- Apply rules and regulations governing the use of playgrounds and the supervision thereof
- Establish and implement rules and regulations governing the supervision of students at all times during the school day and at all school-sponsored activities
- Receive, process and transfer all student accident reports to the elementary administrator promptly

- In emergency cases be prepared to contact the proper school personnel and/or parents
- Encourage formulation and constant evaluation of good basic rules of conduct for the school by the Staff and the students
- Handle the general discipline of the school and those referred by teachers for special attention
- Conduct teacher, parent and student conferences relative to a child's progress and/or discipline
- Direct the pupil attendance and accounting programs and prepare all reports relative to pupil accounting required by the local, county and state offices
- Supervise the admission and withdrawal of the students and cooperate with the elementary office in transferring their records
- Direct teachers in their responsibility to keep student folders current and meaningful through anecdotal records
- Furnish data requested by other administrators and offices for use in various reports
- Administer funds available for various purposes by the teachers and pupils
- Assist in the evaluation and selection of textbooks, materials, equipment and supplies used in instruction
- Prepare or have prepared all requisitions for textbooks, materials, equipment and supplies used in instruction
- Supervise the receiving and distribution of all textbooks, materials, equipment and supplies used in instruction and maintain a continuous inventory of same
- Assume the responsibility for an orderly arrangement of the supply room and regulate the distribution of books and supplies to teachers
- Work with Data Analysis Coordinator and/or Director of Curriculum and Instruction to create testing classrooms, update student information on District/State testing web sites.
- Gather, compile, and organize data and pertinent information needed to prepare reports and statistical evaluations as directed.
- Order, count, distribute, collect, verify count, and return PSSA testing material.
- Order, count, distribute, collect, verify count, and return all other testing materials (i.e. 4Sights, Stanfords, OLSAT, DIBELS, AIMSweb etc);
- Assets- order kits, coordinate delivery/pick up, order consumables for kits, register teachers for Assets professional development.
- Support the implementation of web-based intervention programs by acting as an assistant to administrators, teachers, and parents as directed by the Director Curriculum/Instruction and/or his/her designee.
- Prepare, process, and maintain various documentation which includes, but is not limited to safety reports, mileage reports, professional meeting reports and requests, etc., as directed.
- Furnish data used in preparation of various reports required by local, county, state or federal offices
- Honor requests for approved use of the building and facilities, made through the Assistant Superintendent for Elementary Education or Athletic Director's office, for school or community functions during after-school hours
- Prepare a bell schedule providing for recesses, lunch periods, starting times and dismissal
- Schedule and conduct faculty meetings pertaining to the administration and supervision of his/her building

- Process all referral forms for special services, including those services under the jurisdiction of the home and school visitor
- Organize and supervise the school office
- Disseminate bulletins, reports, memos, notices, announcements and other information to the teachers
- Disseminate reports, notices, announcements and form letters to parents
- Set up the assignment of pupils to classrooms
- Observe and continuously evaluate our policy of promotion and retention
- Assist teachers in making decisions on promotion or retention
- Evaluate present methods and lend leadership in discovering improved methods of reporting and recording pupil progress, including anecdotal and permanent records
- Encourage and serve as a resource person for staff members in graduate work
- Attend and participate in meetings, conferences, programs of Elementary School Principals and allied educational groups and read with regularity the current professional literature
- Assist in the planning of in-service growth through programs, suggested references, reading and materials for the staff
- Promote and participate in public relations programs and interrupt the purposes and goals of education to the public
- Cooperate with the local parent-teacher association, the executive committee, and the advisory committee and attend meetings
- Encourage teacher participation in local parent-teacher association activities
- Cooperate with other administrative and supervisory personnel in the over-all educational program
- Inspire professional pride and active participation in professional organizations to the staff
- Encourage enthusiasm, pride, loyalty and respect by the student body toward the school as a whole
- Attend meetings scheduled or called by the elementary administrator
- Keep the elementary administrator fully informed of administrative and supervisory matters
- Preside over and lead IEP conferences
- Conduct Student Support Team meetings
- Receive the District's guests and county or state visitors into the school with utmost professional courtesy and assistance
- Delegate from the professional staff, one to act in cases of emergency during his/her absence
- Execute Board policies as delegated through the office of the Assistant Superintendent.
- Perform any other administrative functions assigned by the Assistant Superintendent.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Confidentiality:**

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

**Computer Skills:**

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows, Microsoft Office, spreadsheets, database, and presentation programs.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

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. The individual currently holding this position performs additional duties and additional duties may be assigned.

Updated September 4, 2014