

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Principal – Elementary

**DEPARTMENT:** Elementary School Education

**REPORTS TO:** Executive Director of Elementary Education

**Position Summary:** Under the direction of the Executive Director, develop, coordinate, and manage the Elementary Education Program in an elementary school. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Lead, develop, manage, and support the creation of a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
- Lead, support, manage, and evaluate the building's educational and extra-curricular programs both fiscal and staff resources.
- Provide for school safety: physical, emotional and intellectual in order for effective teaching and learning to take place, including advocating for and instituting interventions as appropriate.
- Lead the development of supervision systems and supervise students within school and at school sponsored events, including implementing disciplinary procedures, records, and actions.
- Collect data and report to the appropriate stakeholders and decision-makers on items such as student growth, SIP, and discipline.
- Lead, manage, and evaluate assigned staff in accordance with District protocols.
- Lead, manage, evaluate, and develop a program for professional staff growth and learning.
- Lead or delegate appropriately the development, implementation, analysis and evaluation of data driven plans for improved teaching and learning and for increasing student achievement, including the use of multiple student data elements.
- Facilitate and support teacher and other professional groups designed to improve instruction, curricula delivery, and service of the school.
- Assist District and building instructional staff with alignment of curricula, instructional practices, and assessment with state and local district learning goals.
- Assist with evaluation/audits of special programs, in compliance with state and federal guidelines.
- Utilize, manage, and develop building and ASB funds, using an appropriate accounting system in accordance with district guidelines.
- In accordance with records retention guidelines, maintain all records, data, and paperwork required for assessments, program compliance, and progress monitoring.
- Monitor, direct, and implement the administration of assessments.
- Monitor the maintenance and use of the physical facility in a manner that supports activities and functions of the educational program and in conjunction with Facilities Services and Capital Projects.
- Problem-solve and initiate solutions to issues or concerns from stakeholders, facilitating and engaging in essential conversations for ongoing improvement in the learning community.
- Lead, delegate, or attend as appropriate parent meetings, provide parent workshops, and facilitate parent communication with the school.
- Work positively and collaboratively with all stakeholders to build relationships that foster the understanding of the programs and services of the school.
- Collaborate with the Superintendent, Central Office, support services, and principal colleagues to insure systemic planning and implementation of the Issaquah School District Mission, Ends, and initiatives.
- Demonstrate a commitment to closing the achievement gap.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.

**ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION**

- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Master’s degree from an accredited college or university with an emphasis in educational leadership preferred.

**EXPERIENCE:** Five (5) years of successful teaching experience in public schools and effective work with school age students. Preference given to elementary Level experience. Three (3) years of successful building level administrative experience, elementary level Principal preferred. Prior experience coaching and training adult learners preferred.

**CERTIFICATES & LICENSES:** Valid Washington State administrative certificate. Possession of a valid teaching certificate preferred. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUC./TRAINING:** That which is required to be effective in the position and to maintain certification as well maintaining current knowledge of curricular requirements, evaluation frameworks, and state and federal mandates.

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**REQUIRED TESTING:** None Specified

**FLSA STATUS:** Exempt

**MEET AND CONFER:** Principals

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

\_\_\_\_\_  
Name (sign)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date