



NORTH VERMILLION COMMUNITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: Elementary Principal K-6

TYPE OF POSITION: Certified

REPORTS TO: Superintendent

CONTRACT: 220 Days

RATE OF PAY: To be determined by the School Board based on experience

Position Purpose: Provides Professional Leadership in the administration of the building and is responsible for the organization and operation of the schools programs.

Qualifications:

- *Master's Degree, Education Specialist, or Doctorate Degree required.
- *IN Dept. of Education Building Level Administrator certification required.
- *Previous administrative or leadership experience is preferred.
- *Experience as an elementary teacher is preferred.
- *Ability to communicate effectively before groups of students and parents.
- *Other qualifications as deemed desirable by the School Board.

Supervisory Responsibilities: Directly supervises classroom teachers, support staff and other employees within the school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; observing and evaluating employees; addressing complaints and resolving problems.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Sets ambitious school-wide vision and goals, aligned with the district mission and goals.
- Builds self and school staff's knowledge and expertise in effective instructional design and academic standards.
- Develops teachers' conceptual understanding of what students must know and be able to do and what instructional methods drive student mastery.
- Develops knowledge of how standards map to curriculum and assessment.
- Develops teachers to provide rigorous and high quality instruction.
- Leads analysis of and develops teachers' ability to analyze student data to identify strategies that will move students toward mastery.
- Ensures teachers can collaborate, analyze their practice and their student data, and adjust instruction as needed.
- Leads whole-school professional learning and Professional Learning Communities that drives improvement in teacher practice.
- Develops systems and structures to hire and retain diverse, highly-effective staff.



- Cultivates a building leadership team to assist with high leverage activities that move the school forward.
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- Models expectations for leaders, teachers, and students on school-wide practices for creating a positive learning culture.
- Plans and prioritizes time, people, budget, facilities and resources to achieve annual goals.
- Sets the vision for school-wide operations, staffing, scheduling, testing and finance to ensure they are aligned with school goals and priorities.
- Cultivates own growth, sustainability and success through active participation in professional learning and by seeking out high-impact growth opportunities.
- Engages and collaborates with families and communities.
- Performs other duties as assigned.

Knowledge, Skills, and Dispositions:

- Demonstrates a commitment to North Vermillion Schools and the Community it serves
- Demonstrates student achievement results from teachers and leaders that they managed and coached
- Demonstrates expertise in what the school-wide academic standards and state assessments require of students knowledge and skills to demonstrate mastery;
- Demonstrates ability to translate student mastery requirements into instructional plans and strategies
- Demonstrates command of instructional design and the benefits and tradeoffs of school design decisions in driving student achievement
- Demonstrates understanding of appropriate application and differentiation of high-leverage instructional strategies (e.g. pacing, checks for understanding, etc.) based on comprehension of child development and pedagogy
- Demonstrates investment in and understanding of appropriate application of social emotional strategies to promote the development of the whole child
- Demonstrates skill in data analysis; ability to extract meaningful insights across school-wide data
- Demonstrates ability to develop, facilitate and ensure positive outcomes of teacher teams and professional learning communities
- Demonstrates ability to set direction across an entire school and invest and motivate others to action
- Demonstrates ability to create inclusive environments that honor and support a diversity of backgrounds and perspectives
- Demonstrates ability to use a variety of strategies to invest and influence team and community members
- Demonstrates ability to develop and use well-defined systems to recruit, select and hire high-performing teachers and school staff
- Demonstrates ability to develop teacher, teacher-leader and staff competencies through providing helpful feedback and professional learning opportunities
- Demonstrates ability to retain top talent through recognizing strengths, developing career pathways and applying diverse strategies
- Demonstrates ability to align finances, time, people, systems and other school resources to supporting the success of all students



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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Evaluation of performance on this job will be in accordance with the provision in the policy handbook.

BENEFITS

Medical Insurance

LTD

Life Insurance

Section 125

INPRS - Retirement

All Athletic Pass

Paid leave days