

**Dolores School District RE-4A**  
**Job Description**  
**Professional Elementary School Principal (grades K-6th)**

**CHARACTER TRAITS WE VALUE IN A PRINCIPAL:**

Accountable, Supportive, Trusting, Organized, Caring, Approachable, Honesty, Dedicated, Responsible, Compassionate, Shared-Community-Values, Open-Minded, Fun, Happy, Collaborative, and Positive Mental Attitude.

**QUALIFICATIONS:**

1. Colorado State Principal License
2. Three years or more of successful instructional leadership experience
3. Knowledge of leadership skills, strong management skills, conflict management skills
4. Strong relationship skills and excellent verbal and written communication skills
5. Knowledge of student discipline policies, protocols and best practices

Reports to: The Superintendent of Schools

**SUPERVISES:** (K-6th grades)

The Principal supervises all licensed educators and classified employees assigned to the elementary building.

**GOAL:**

The Principal will use leadership, supervisory and administrative skills effectively to promote educational excellence and maintain a positive learning environment for all students.

**DUTIES:** (K-6th grades)

1. Implement District-level policies and procedures.
2. Analyze data and prepare reports for staff and Board consideration.
3. Analyze and interpret student assessment data to use in making school-improvement decisions.
4. Monitor teachers' implementation of the scope and sequence and pacing identified in the District curriculum using the following basic strategies:
  - i. Colorado State Model Performance Management System (RANDA) observations and conferences.
  - ii. Frequent walk-through observations and post observation conferences.
  - iii. Conduct curriculum planning meetings or review minutes of the meetings.
  - iv. Periodic review of curriculum documents.
5. Translate the importance of effective curriculum and instruction practices on a regular basis.
6. Observe classes, monitor lessons, and evaluate assessment materials used on their campuses.
7. Provide campus-based professional development opportunities.

8. Provide opportunities for teachers to discuss and share ideas and strategies to teach the curriculum standards and objectives.
9. Help parents understand their roles in supporting the learning of the curriculum.
10. Develops and maintains a Professional Learning Community, Develops and maintains RTI and is the leader in the district with respect to DATA and initiating DATA Driven Dialogue with staff.
11. Establishes and maintains an effective learning climate in the school resulting in sustained student growth.
12. Initiates, designs and implements programs to meet the specific needs of the school.
13. Supervises the maintenance of accurate records related to the progress of students.
14. Keeps the Superintendent informed of the school's activities and problems.
15. Makes recommendations concerning the school's instructional programs.
16. Prepares, (with staff input), and administers the school budget, ensuring equity in distribution of resources.
17. Insures that the school operates within the budget guidelines and limitations as given to the school each year.
18. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
19. Maintains active relationships with students and parents.
20. Budgets professional time to provide for the efficient conduct of school instruction and business.
21. Leads in the development, determination of effectiveness and monitoring of the instructional program.
22. Leads in the creation of, and manages effective student schedules.
23. Attends special events held to recognize student achievement and other programs unique to the school.
24. Keeps abreast of changes and developments in the profession by attending professional meetings and reading professional journals.
25. Leads in the recruiting, screening, hiring, training, assigning and evaluating of the school's personnel.
26. Completes teacher evaluations as outlined in board policy.
27. Approves the school's master schedule and teaching assignments.
28. Assigns a school mentor to all new employees and assists in the mentoring process as needed.
29. Conducts meetings of the staff as necessary for the effective functioning of the school.
30. Plans in-service activities within the school; makes sure those in-service activities directly relate to the school plan for academic excellence.
31. Recommends, according to board policy and within state guidelines, the removal of an employee whose work is unsatisfactory.
32. Makes sure that effective communication between his/her school, staff and parents is on-going.
33. Assists in the planning and supervision of fire drills and other drills as mandated by the Board

and state.

34. Provides for adequate inventories of property under his/her jurisdiction and for the security, tagging and accountability for the property.
35. Participates in all administrative and school board meetings.
36. Manages discipline (grades K-6th)
37. Responds to written and oral requests for information.
38. Delegates authority to school personnel as appropriate.
39. Other duties as assigned by the Superintendent.

The above statements are intended to describe the general nature of work to be performed. They should not be construed as an exhaustive list of all responsibilities.

**PHYSICAL REQUIREMENTS:**

- Ability to lift a minim of 25 lbs
- Possess a valid Colorado Drivers license

**TERMS OF EMPLOYMENT:**

- Salary will be based on the Administrative Pay Scale.
- 205 work days are based on the annual board approved calendar
- Performance evaluations will be based on the State of Colorado's RANDA system.

Adopted: February 12, 2015

Revised: December 2018, February 2019

Dolores School District RE-4A, Dolores, Colorado