

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

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ELEMENTARY SCHOOL PRINCIPAL/ CURRICULUM COORDINATOR 4K-12 (Job Description)

Qualifications: (1) Must maintain certification as required by state law; (2) Must have earned a master's degree; and, (3) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator and Board. Supervises all elementary school personnel, directly or indirectly.

Duties and Responsibilities: The Elementary School Principal/ Curriculum Coordinator shall serve as the head of the elementary school (grades 4 year old kindergarten through six) program, staff and facilities. His/her duties shall include:

- A. Policy – The Elementary School Principal/ Curriculum Coordinator shall:
 - 1. Implement and enforce existing Board and Administrative policies.
 - 2. Recommend additions, deletions and changes to Board policies.
 - 3. Develop and enforce Administrative policy in the elementary school.

- B. Financial – The Elementary School Principal/ Curriculum Coordinator shall:
 - 1. Develop with the District Administrator and Business Manager-a budget for the elementary school.
 - 2. Administer the approved elementary school budget. He/she shall approve or reject all requisitions originating from staff members in the elementary school and authorize payment for items received after the bills have been approved by the Board.
 - 3. Maintain and supervise the elementary school pupil activity accounts.

- C. Personnel – The Elementary School Principal/ Curriculum Coordinator shall:
 - 1. Be responsible for staff placement and assignment at the Elementary School
 - 2. Each year, recommend renewal or non-renewal of professional staff contracts.
 - 3. Recruit, interview and recommend new staff members for employment.
 - 4. Evaluate and supervise professional staff.
 - 5. Chair the staff in-service and leadership committee.
 - 6. Obtain substitute teachers as needed.
 - 7. Evaluate and supervise support staff.

D. Instruction – The Elementary School Principal/ Curriculum Coordinator shall:

1. Be responsible for curriculum development and coordination of 4 year old kindergarten through grade 12 programs.
2. Investigate, develop and recommend innovations in education (grades 4 year old kindergarten through 12).
3. Recommend texts and instructional materials for the educational program (grades 4 year old kindergarten through 12).
4. Act as District Assessment Coordinator to coordinate state and local testing.
5. Continuously evaluate the educational program for its effectiveness (grades 4 year old kindergarten through 12).

E. Scheduling – The Elementary School Principal/ Curriculum Coordinator shall:

1. Prepare course offerings and registration materials for students in grades 4 year old kindergarten through six.
2. Prepare the master schedule for the elementary school.
3. Prepare student and teacher schedules for the elementary school.

F. Equipment and Facilities – The Elementary School Principal/ Curriculum Coordinator shall:

1. Recommend appropriate building changes or additions at the elementary school.
2. Recommend new or replacement equipment as needed to operate and service the buildings and grounds of the elementary school.
3. Recommend special janitorial services, including summer janitorial services, when needed at the elementary school

G. Students – The Elementary School Principal/ Curriculum Coordinator shall:

1. Develop and administer policies dealing with student discipline, conduct, enrollment, and attendance.
2. Organize, administer and evaluate a comprehensive extracurricular program at the elementary school.

H. Other Duties – The Elementary School Principal/ Curriculum Coordinator shall:

1. Be responsible for an effective public relations program regarding elementary school activities.
2. Complete all state reports, evaluations and other reports deemed necessary.
3. Schedule parent-teacher conferences and similar meetings.
4. Schedule and record fire and tornado drills for the elementary school.
5. Stay current professionally by reading materials and attending conferences, workshops, classes and conventions.

6. Resolve transportation problems involving elementary school students.
7. Resolve complaints and problems, including discipline problems, that the responsible persons are unable to handle.
8. Approve field trips and trip slips.
9. Perform any and all other duties prescribed by the District Administrator, Board or state or federal law.

Evaluation: The District Administrator shall complete an annual evaluation in accordance with Board policy.

Terms of Employment: The contract may not exceed two years. A contract for a term of two years may, however, provide for one or more extensions of one year each. The salary shall be negotiated annually with the Board of Education.

LEGAL REF: Sections 118.24 Wisconsin Statutes
 121.02(1)(q)
 PI 3, Wisconsin Administrative Code
 PI 8.01(2)(q)

CROSS REF: 221, Administrative Contracts
 223, Evaluation of Administrative Staff

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