

**BERLIN AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE: ELEMENTARY SCHOOL PRINCIPAL**

**JOB PURPOSE:**

To manage the school and its human and material resources to achieve district goals and produce evidence of effective teaching and all students learning.

**QUALIFICATIONS:**

1. Master's degree from an accredited institution
2. Certificated as a School Principal in the State of Wisconsin
3. Three (3) years of successful teaching experience
4. Demonstrated success in school leadership resulting in student achievement

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Demonstrated experience in the area of teaching and learning processes in the areas of academics as well as social emotional learning. Ability to use data to develop and carry out a school level continuous improvement plan based upon a district strategic plan. Knowledge of organization and management theory and practice with a focus on developing and sustaining effective school systems. A strong commitment to collaborative decision-making and accountability for results that facilitate creative processes toward achievement of district expected results. Experience and knowledge in the area of special education, 504 plans, ESL, and advanced learning. Knowledge of school finance, budget development and implementation, and support services delivery systems. Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of district expected results. Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision-making. Understands that quality teaching and learning are the essential processes and products of public schools and has the ability to focus human and financial resources toward this end.

**REPORTS TO:**

Berlin Area School District Superintendent

**SUPERVISES:**

Assistant principal, teachers, paraprofessionals, and secretaries assigned to the school

**PERFORMANCE RESPONSIBILITIES: MANAGING SCHOOL OPERATIONS**

- Manifests a professional code of ethics and values
- Evaluates professional staff and paraprofessionals in accordance with Board policy
- Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner representing BASD in a positive light
- Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks
- Manages all operations and functions of his/her school consistently with distinct goals
- Administers policies that provide a safe and effective learning environment
- Communicates the school's vision, mission, and priorities to the community
- Plans and schedules own work and others' work so that priorities and goals can be met

- Supervises and assesses teachers and staff in terms of their performance and responsibilities in the achievement of school goals and district priorities
- Develops and administers policies that provide a safe and effective learning environment
- Is visible in the school community and recognized as the educational leader
- Serves as a member of the Superintendent's leadership team and participates in the learning community's planning, development, and evaluation
- Keeps the Superintendent informed of current school critical issues and incidents about which he/she should be aware
- Uses a variety of problem solving techniques and decision making skills to resolve problems
- Communicates and interacts effectively with all stakeholders in the community
- Follows the District's policies and procedures
- Develops leadership in all employees
- Responsible for keeping up to date on current technology being used by BASD with the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position
- Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise
- Responsible for self development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility
- Perform other duties and responsibilities as assigned by the Superintendent

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**WORKING CONDITIONS:**

Conditions the worker will be subject to in this position:

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

**TERMS OF EMPLOYMENT:**

260 day contract

Full-time

**EVALUATION:**

This position will be evaluated by the Superintendent. Performance will be evaluated in accordance with provision of the Board's policy on evaluation of personnel with focus on holding principals accountable for effective teaching and learning that produces district expected results.