

**SIERRA GRANDE SCHOOL DISTRICT R30  
PK-5 PRINCIPAL JOB DESCRIPTION  
2022-2023**

**I. JOB DESCRIPTION**

**Title:** K – 5 Principal

**Contract Schedule:** 10 Month Contract: July 25, 2022 – June 8, 2022

**Annual Schedule:** 2 Weeks before school begins through 2 weeks after school ends

**Staff Leave:** 10 sick, 4 personal, 2 professional

**Medical Benefits:** Single Employee Health Benefit (full coverage)

**Other Benefits:** Cell phone, laptop, iPad, and mileage stipend (TBD)

**Professional Development:** Assigned as needed

**Contract Pay:** Base Salary \$65,000

**II. ROLES**

- 1 Tier I administration team member
- 2 District Advisory Council Director
- 3 District Preschool Council Member
- 4 Direct student academic achievement in grades PK-5
- 5 Direct student events, field trips, programs in grades PK-5
- 6 Direct student curriculum in grades PK-5
- 7 Direct and evaluate certified personnel and paraprofessionals in grades PK-5
- 8 Direct and evaluate elementary programs and organizations
- 9 Direct professional development needs of Instructional staff in grades PK-5 including specialist teachers, and paraprofessionals
- 10 Direct early childhood transition to kindergarten programs
- 11 Direct and model an environment of professionalism and respect

### III. RESPONSIBILITIES/DUTIES

#### A. Administration

- Promptness to school appointments and meetings
- Carry-out the daily operations and expectations of your school, grades PK-5
- Uphold district policies
- Model the efforts of an educational leader
- Model a dress code that shows professionalism and demands respect
- Review, research, and plan initiatives for student assessment and growth in grades PK-5
- Offer mentoring and direction to preschool and elementary teachers
- Serve on the Preschool District Council, District Accountability Committee, and PLC
- Facilitate preschool to kindergarten programs and early childhood literacy
- Communicate/collaborate with high school principal, superintendent and BOE
- Communicate/collaborate with staff through bulletin/email weekly
- Adhere to expectations and duties assigned by superintendent and board of education
- Attend regular board of education meetings
- Communicate with parents and community through a newsletter at least five times annually

#### B. Staff

- Model and enforce professional standards among staff in the preschool and elementary school
- Hold preschool and elementary staff accountable according to the employee handbook
- Institute and maintain a presence of visibility in classrooms and at the beginning and close of the school day
- Evaluate informally and formally instructional staff in grades PK-5 and make recommendations to superintendent
- Advocate, lead, and direct staff in increasing student growth and achievement in grades PK-5
- Implement Colorado standards in each content area of instruction in grades PK-5
- Review teachers in grades PK-5 lesson plans often and expect planning and preparedness
- Communicate weekly and when needed to staff through meetings or by email
- Meet monthly and routinely with preschool and elementary school staff
- Observe, evaluate, and prescribe preschool and elementary staff professional development
- Assign bus, hall, and recess duties of preschool and elementary and staff
- Collaborate with administration to assign classes offered and schedules

- Research, plan, and assign curriculum development and ensure its implementation in grades PK-5
- Monitor, review, and research staffing patterns, and make recommendations to superintendent
- Oversee mentoring/induction programs and student teaching in grades PK-5
- Review use of federal programs concerning staffing and make recommendations to superintendent
- Evaluate and recommend to the superintendent the purchase of needed classroom curricula and materials in grades PK-5

#### **C. Extracurricular Activities and Programs**

- Plan and direct student extracurricular and academic programs in grades PK-5
- Administrate and attend academic programs and events in grades PK-5
- Administrate and facilitate student programs and events in grades PK-5

#### **D. Students**

- Model an environment of respect with students in grades PK-5
- Update and enforce the student handbook and create an environment of accountability
- Institute and maintain a presence and visibility in classrooms, in the halls, and at the beginning and close of the school day
- Enforce disciplinary measures/consequences for students in grades PK-5
- Uphold and initiate the Positive Behavior System program in grades PK-5
- Research, review, implement, and ensure state standards are addressed in PK-5 curriculum
- Advocate, lead, and direct student growth and achievement in grades PK-5
- Evaluate out of district student applicants annually and make recommendations to superintendent
- Oversee and direct student academic assemblies for grades PK-5 as well as recruit outside educational assemblies for students in grades PK-5
- Oversee and direct student field trips in grades PK-5

#### **E. Parents/Community**

- Facilitate a relationship of trust and honesty
- Facilitate an open door policy in meeting with parents
- Direct, facilitate student progress information to parents including facilitating the scheduling of biannual parent teacher conferences
- Communicate to parents concerning discipline issues
- Communicate to parents concerning upcoming events and activities