



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

**Job Title:** Elementary School Principal  
**Location:** Dunn Elementary, an IB World School  
**Prepared/Revised Date:** January 1, 2020  
**FLSA Status:** Administrative  
**Pay Grade:** I  
**Job Code:** 10501  
**Days:** 218

**ABOUT DUNN ELEMENTARY, an IB WORLD SCHOOL:** Dunn Elementary is an International Baccalaureate (IB) school, where students actively use inquiry-based learning and critical thinking to master district and state standards. The IB Programme focuses on the total growth of the developing child, encompassing social, physical, emotional, and cultural needs in addition to academics. A key component to IB instruction is service to others. Dunn Elementary students are committed to using their knowledge and skills to better their community and the world. Unique enrichment options such as Positive Picassos, Lego Robotics, drumming club, Japanese language instruction, and Green Team are available; along with other student activities including monthly International Citizens recognition, talent show, and Geography Bee. The Dunn Elementary student body includes international students from nearly 30 nations as well as children from the local community.

**SUMMARY:** The principal is responsible for the safety and well-being of students, for assuring excellence in academic and co-curricular programs, for curriculum development and supervision, for faculty evaluation and professional development, for planning and administering the school budget, and for assuring smooth relationships with the school community, students, parents, faculty, staff, and the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Direct building-level curriculum and instruction for the purpose of increasing student achievement. Knowledgeable of current research in curriculum, instruction, and assessment.
2. Supervise, assess and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher developed assessments.
3. Evaluate and supervise school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
4. Establish and foster an adult learning environment by maximizing collaboration and adult learning to improve instruction, providing teachers with materials, inspiring new and challenging innovations, and valuing a sense of community.
5. Advocate for the students, staff, and district for the purpose of encouraging and promoting community involvement and outreach.
6. Develop and manage budgets based on documented program needs, student enrollment, personnel, and other fiscal needs: keep programs within budget limits; maintain fiscal control; accurately report fiscal information.
7. Manage use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
8. Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.



<b>9. Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.</b>
<b>10. Attend work and arrive in a timely manner.</b>
<b>11. Perform other duties as assigned.</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree with successful completion of principal licensure program.
- Minimum of five years of experience in teaching/administration, including a minimum of three years of teaching.
- Successful completion of IB teacher training courses or previous IB teaching or administrative experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Colorado Principal License.
- Valid Colorado driver’s license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent interpersonal relations and oral and written communication skills.
- Facilitation and problem-solving skills.
- Knowledge or ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans.
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.
- Ability to promote and follow Board of Education Policies, Superintendent Policies, building, and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for education enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook and/or other software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	
<b>Reports to:</b>	Assistant Superintendent of Elementary Schools	

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>		
	Assistant Principal	1
	Teachers and Special Service Providers	30+
	Classified Staff	10+

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.



**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Solely responsible for developing, administering, monitoring and coordinating the school budgets.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle or feed			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk			x	
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy		x		
Coordinate			x	
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile			x	
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	