

Wrightstown Community School District
Building Principal
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To serve as the instructional leader through the development, implementation, and maintenance of a quality educational program
- To create a safe, orderly and inviting place to learn and teach
- To manage school time, facilities, and resources responsibly
- To supervise all school-based faculty and staff
- To maintain a close relationship with the District Administrator to assure that the programs and policies of the Board of Education are carried out in an efficient and uniform manner

Performance Responsibilities➤ Leadership

- Model and facilitate good human relations skills; effectively interact with others
- Recognize efforts of students and teachers
- Communicate high expectations for both staff and students and provide appropriate motivation
- Make decisions in a timely fashion, appropriately involving others, and maximize decision effectiveness by follow-up actions
- Clearly communicate decision-making processes and final decisions with rationale to all affected

➤ Human Resource Management

- Recommend the hire of staff members following procedures consistent with law and district practice
- Assign teachers and aides to classrooms, students to classes, and develop master schedule
- Conduct formal and informal classroom observations and complete staff evaluations consistent with district procedures
- Support staff self-assessment and reflection, goal-setting for student learning and professional growth, and the gathering of evidence demonstrating classroom effectiveness
- Make recommendations for the re-employment of teachers and other staff
- Maintain positive staff relations and communications
- Strive to find appropriate methods for recognizing outstanding staff members and deal appropriately with staff who perform below expectations

➤ Curriculum and Instruction

- Lead and participate in improving student achievement
- Guide and support curriculum development activities aligned with school and district goals
- Ensure teaching of the written curriculum and assist staff in use of curriculum resources
- Identify needed curricular improvements by analyzing current programs and student achievement results
- Supervise student learning and achievement
- Working with the Pupil Services Director, monitor the implementation of Individualized Education Plans for Exceptional Educational Needs students and accommodations for children with disabilities

➤ Student Discipline and Management

- Implement a fair discipline code that promotes student learning and safety
- Maintain high visibility throughout the school
- Interact with students to encourage each individual to perform at highest level
- Working with the Activities Director, oversee supervision and management of extra-curricular and co-curricular activities

➤ Communications and Community Relations

- Keep the community informed about school activities through newsletters, attendance at parent meetings, programs, community leadership
- Provide meaningful information to parents and others regarding student progress
- Encourage parent visits and involvement in all aspects of the school
- Effectively use community resources and volunteers to promote student learning
- Communicate and work with Administrative Team to share ideas, problems, and expertise

➤ Building Management, Record Keeping, & Budget Management

- Establish and maintain rules and procedures for student and staff safety
- Oversee building, grounds, and equipment maintenance
- Maintain accurate personnel, student, and fiscal records
- Prepare accurate budgets and effectively monitor expenditures

➤ Other Responsibilities

- Perform any and all other duties prescribed by the District Administrator

Reports To

- District Administrator

Qualifications

- Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction
- At least six years of experience in education

Evaluation

- Annual written evaluation to be completed by the District Administrator based on state and district expectations

Adopted: 2/15/06

Reviewed: 1/16/23

Revised: 12/17/2014