



Lone Jack C6 School District Elementary School Principal

Reports to:	Superintendent	Department:	Faculty
Type of Position:	Contracted	Classification:	Exempt
		Length of Contract:	10.5 months

Summary

The job of Elementary School Principal was established for the purpose(s) of supervision and facilitation of the daily operations of Lone Jack Elementary. Their focus is in providing support to the students and to instructional process with specific responsibility for directing assigned programs and services at the elementary school; creating an environment which highlights and promotes academic success and achievement; providing information and serving as a resource to others; supervising assigned staff; coordinating and supervising school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities of a Elementary School Principal

An individual who holds this position is required to:

Instructional Leadership

- Provides direction for academic success of all elementary school students
- Effectively implement educator evaluation strategies oriented toward improvement of instruction
- Provide leadership for positive educational change
- Demonstrate effective skills in the recruitment and assignment of school personnel
- Provide leadership in the assessment and development of curriculum

School Management

- Provide for effective and efficient day-to-day operation of school
- Promote and maintain a positive school climate
- Establish and maintain effective school discipline in the school
- Demonstrate effective communication skills
- Demonstrate effective problem-solving and decision-making skills
- Create and maintain systems to support safety, scheduling, professional development, assessment and other as deemed necessary
- Conduct faculty meetings, plan and implement professional development and collaborate with teachers on students and instruction
- Creates and facilitates regular communication practices with faculty, families and community

Interpersonal Relationships

- Cultivates and demonstrate positive and appropriate interpersonal relationships with students
- Cultivates and demonstrate positive and appropriate interpersonal relationships with adults

Professional Responsibilities

- Demonstrate skills in the development and implementation of regulations and policies
- Initiate and encourage staff to participate in professional learning and growth activities
- Demonstrate a sense of professional and ethical responsibility
- Ability to supervise in an effective way promoting growth in faculty both at individual and group levels

Supervisory Duties

The Elementary School Principal has supervisory responsibility for the following positions:

- District Teaching & Learning Coach
- Building Level Certificated Staff
- Building Level Classified Staff
- Early Education Staff
- Before & After School Staff

Qualifications

An individual who holds this position is required to hold/maintain:

- Education
Master's Degree in Administration. Specialist Degree, preferred
- Certificates, Licenses, Registrations
Appropriate Missouri Administrative Certificate
- Experience
Five (5) years or more of successful teaching experience
Three (3) years of administrative experience, preferred
Clearance of District background check

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

The physical demands described here 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 essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

Attendance

Regular and consistent daily attendance is an essential function of this position. Attendance at extracurricular activities is an expectation of position.

The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards created by or derived from the National Education Leadership Preparation standards (NELP).

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

- Utilize reading and analysis skills to interpret educational, scientific, and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.
- Utilize active listening skills sufficient to receive inquiries and complaints and respond appropriately.
- Present effectively to the Superintendent, Board, staff, and community.
- Create and facilitate regular communication practices with Board, Superintendent, faculty, families and community.

Curriculum

- Ability to effectively supervise and evaluate teachers.
- Knowledge of curriculum, instruction, and evaluation.
- Strong knowledge of state standards, assessments, and achievement requirements

Reasoning

- Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

Technology

This position requires basic skills in the use of computers, communication through email, social media, etc and phone usage.

Other Skills and Abilities

This position requires strong interpersonal skills including the ability to:

- Possess positive character traits that are student-centered.
- Maintain collegial working relationships with staff and members of the Board of Education
- Maintain a positive relationship with members of the community
- Effectively manage conflict

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Superintendent based on locally developed standards, which align to the Missouri Educator Evaluation System, Principal Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The Elementary School Principal will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Superintendent.

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age or use of leave protected by the Family & Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Please report any incidents of bullying or harassment to your building
Title IX Coordinators & Compliance Officers.

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