

**Roswell Independent School District  
Job Description**

**Job Title: PRINCIPAL/ADMINISTRATOR FOR ELEMENTARY SCHOOLS**

**Reports To: SUPERINTENDENT**

**General Job Description:**

To use leadership, supervisory, and administrative skills to promote the educational development of each student. Follow all State and District competencies, domains, and expectations.

**Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and take initiative to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the instructional process of the school. To do this, the principal follows procedures consistent with the state and local Cooperative Professional Development Plan.
11. Comply with all School Board policies and administrative regulations.
12. Complete required reports and communications throughout the year.
13. Participate in the hiring of new staff members.
14. Make recommendations to Human Resources on termination, suspension, or non-renewal of employees assigned to campus.
15. Enhance public relations with community members, parents, staff and students.
16. Process information that is confidential regarding personnel and labor relations issues.
17. Motivates students and staff to perform at high levels.
18. Analyzes student and staff needs cooperatively and plans an appropriate program of instruction.
19. Reviews current educational issues, trends, research legislation, and government activities and uses that information when appropriate for program improvement.
20. Communicates effectively to staff and community the plans for instructional program improvement and requirements.
21. Possesses the ability to teach and demonstrate effective teaching principles.
22. Works cooperatively with instructional staff in curriculum development, in implementation, and in instructional effectiveness.
23. Follows specific procedures for incorporating services for students with special needs into the total educational program and for including these students into the total program of school activities.
24. Form and meet with or appoint individuals to meet with all committees (SAT/RTI/SAC/IEP, etc.) in a consistent and timely manner.
25. Supervise extra-curricular activities and evening programs.
26. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
27. Use most current State and District mandated evaluation system for teacher evaluations and to observe employee performance, record observations of domains and/or competencies to conduct evaluation conferences with staff.
28. Collects and utilizes data concerning students and community.
29. Monitors the progress of the instructional improvement plans.
30. Provides information on progress of student achievement.
31. Adjusts assignments and resource allocations as necessary to achieve instructional program goals.
32. Keeps records and prepares reports required by District policy.
33. Coordinates all activities, including ordering, accounting for requisitions, and distribution of instructional material.

**PRINCIPAL/ADMINISTRATOR FOR ELEMENTARY SCHOOLS (CONT'D)**

34. Use data to drive instruction.
35. Follows procedures consistent with the State and RISD Teacher Performance Evaluation Plan.
36. Identifies strengths and areas of performance needing growth or improvement.
37. Use data to improve school performance.
38. Provide regular feedback using data.
39. Observes and gives objective, analytical feedback to teachers on their teaching behavior.
40. Holds high expectations of those with whom he/she works, communicates those expectations clearly and often, and uses the growth plan when standards are not being met.
41. Monitors teacher progress by frequently observing classrooms, conferring with teachers about instructional matters, and maintaining a system of positive supervision.
42. Provides in-service for staff and supports achievement of school goals and helps improve academic achievement and the attitudes of the students.
43. Models a belief and a commitment to professional growth through his/her own development efforts.
44. Organize schedules and activities to provide maximum instructional time.
45. Minimizes number of distractions from and interruptions of instructional time.
46. Delegates appropriate non-instructional administrative duties.
47. Identifies required maintenance, repair, and acquisition of facilities necessary to the instructional program.
48. Monitor custodial staff to insure the day-to-day care, cleanliness, and safety of the building.
49. Executes rules and policies of the RISD Board of Education and the Superintendent as it pertains to their assigned school.
50. Allocates budget funds in accordance with school needs and budget limitations, using collaborative process to include both staff and parents.
51. Establishes and maintains reasonable student discipline procedures.
52. Encourages classroom practices which provide opportunities for achievement of each student's academic potential.
53. Follows Board Policy relating to rights and responsibilities of schools and students in the district.
54. Established and uses collaborative goal-setting and action-planning processes.
55. Assures that school rules are clearly communicated and firmly enforced.
56. Personally recognizes, communicates, and celebrates student and staff achievement/accomplishment/success.
57. Promotes multicultural and ethnic understanding.
58. Builds a school climate based on positive attitudes.
59. Conducts staff meetings as necessary to maintain effective school-community relations.
60. Administers activity account according to District policy.
61. Follows the Procurement Code.
62. Is responsible for supervision of all activities and maintain facilities.
63. Insures that school goals are clearly communicated to everyone.
64. Maintains effective communication with community through handbooks, newspapers, newsletters, bulletins, and/or activity calendar.
65. Functions as an integral and contributing member of the District's team.
66. Ability to deescalate students/parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
67. Perform any other duties/functions as assigned by the Superintendent.

**Supervisory Responsibilities:**

Teachers, Ancillary Staff, Educational Assistants, Secretaries and/or other resources/services attached to the school.

**Qualifications:**

1. Master's degree.
2. Current New Mexico Administrative license as required by the State of New Mexico.
3. Five years' experience in public school administration and supervision and/or teaching.
4. Valid Drivers' license and Car Insurance

**PRINCIPAL/ADMINISTRATOR FOR ELEMENTARY SCHOOLS (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits when needed. May work under stressful conditions on occasions.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and meet all essential functions.**

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**Signature**

**Printed Name**

**Date**