

**Wayne-Westland Community Schools**  
**36745 Marquette Street**  
**Westland, MI 48185-3289**

TITLE: Elementary School Principal  
REPORTS TO: Senior Executive Director of Instruction  
DATE: August 14, 2008  
CLOSING DATE: Until Filled  
POSTING: E-105-O

*QUALIFICATION REQUIREMENTS: 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.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Supervise the school's educational program
- Serve as the instructional leader to accomplish building and district missions
- Establish and maintain an effective learning climate in the school
- Demonstrate leadership with parents, staff, and central office for improved programs and school climate
- Assist with the staffing of certified and non-certified school personnel
- Evaluate staff
- Responsible for student discipline
- Properly prepare and administer a complete budget for the school
- Maintain proper and accurate pupil accounting and financial accounting records
- Responsible for the health, safety, and welfare of students and staff
- Provide leadership in school related community activities and district/community funding activities
- Plan, organize, and direct implementation of all school activities
- Responsible for supervising building operations and maintenance
- Provide direction and leadership in working with school improvement teams

**EDUCATION AND/OR EXPERIENCE:**

- Must possess a Masters Degree in Education
- Must possess formal training in educational administration
- Must possess a valid Michigan Permanent, Continuing, Provisional, or Professional Teaching Certificate
- 5 years of Elementary School teaching experience preferred
- Must have earned 6 graduate credit hours or 18 SB-CEU's within the past 5 years
- Must meet NCA requirements for this administrator position (20 hours in administration) and meet the State Board of Education rule for the continuing education of school administrators
- Must have experience in curriculum development, supervision, and/or administration
- Must have mastery of techniques for the establishment of satisfactory relationships with central staff, teachers, parents, and students to promote a positive student climate

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be eligible to work in the United States
- Must have the ability to effectively communicate and work with students, staff, parents and community
- Must have a thorough understanding of No Child Left Behind (NCLB), Adequate Yearly Progress (AYP), Education Yes!, the NCA process, and a commitment to implement the school improvement components of the legislation
- Must have a solid knowledge base of research and understanding of the best educational practices for quality education
- Working knowledge of computers preferred

PHYSICAL DEMANDS: *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.*

While performing the duties of this job, the employee is frequently required to stand and walk. The employee may frequently be required to use hands to handle objects and to bend or twist at the neck and back. The employee will need additional ability in dealing with physical restraint and control of students. The employee must pass pre-employment Drug Screening (Federal Law).

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with staff, students and the public. The employee is directly responsible for the safety and well-being of students and staff.

EVALUATION:

Job performance is evaluated in accordance with district guidelines and the applicable collective bargaining language by the district supervisor.

TERMS AND CONDITIONS OF EMPLOYMENT:

The amount of contract, length of workday and the number of workdays is based on the W-WBAA collective bargaining agreement.

APPLICATION PROCEDURE:

Apply on line at <http://wwcsd.net> or in person at the Human Resources Department.

*The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.*