

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Administration

Job Title: Ripon Primary School Principal

Qualifications: Licensure: Must be licensed as a Principal (51) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: Master's degree in an approved program which qualifies for secondary principal certification with the State of Wisconsin.

Experience: A minimum of four years of teaching experience at the secondary level and previous administrative experience. Demonstrated ability to effectively deliver administrative services. Holds a personal philosophy of education that is compatible with the demands of the position and the nature of the community.

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to respond to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of position. Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: Directly or indirectly every employee in the Ripon Primary Schools.

Job Goals: To inspire, lead, guide, and direct every member of the building's instructional and support services team in setting and achieving the highest standards of excellence, so that each student learns, grows and succeeds. To plan, develop, implement, lead and evaluate the building's progress towards achieving the District's vision and strategic direction.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Assumes responsibility for the administration of the school(s) on the primary school campus (Barlow Park Elementary School and Journey Charter Elementary School)

3. Leads the recruitment, hiring, assignment, and development of building personnel.
4. Assumes responsibility for the supervision and evaluation of all employees assigned to the building in accordance with the State mandated Educator Effectiveness Program.
5. Recognizes and celebrates school accomplishments and acknowledges failures; manages by advocating, nurturing and sustaining a school culture and instructional program conducive to pupil learning and staff professional growth.
6. Works with administrators, student services staff, and departmental teams to monitor student achievement and works with the teachers to improve student performance based on best educational practices and effective schools research.
7. Supports the process of curriculum development, implementation, and evaluation along with other administrators.
8. Supports the development and monitors the implementation of a balanced assessment system K-2 that meets the expectations of Rtl. Serves as the School Assessment Coordinator.
9. Collaborates with staff and parents to implement a program of instruction which will meet both the group and individual needs of students identified as English Language Learners (ELL), gifted/talented students, and students with special needs in K-2.
10. Collaborates with the staff to develop and maintain a program of continuous professional learning (i.e., the new teachers mentor program) in support of student achievement and other District and approved building goals.
11. Administers the building budget, requisitions needed supplies and materials related to Ripon primary schools appropriately according to District and Board policies as well as local, state and federal regulations.
12. Works cooperatively with the various student and staff groups within the building.
13. Communicates with staff, parents, students and the community about school activities and events.
14. Assumes responsibility for the security, safety of students and appearance of the physical plant, in cooperation with the Ripon Police Department, District Facilities Manager, and other administrators.
15. Works with the Journey Charter Governance Board, serves as a liaison between the Governance Board and the District.
16. Assumes responsibility for building level compliance with local, state and federal regulations governing all instructional programs, including timely filing of reports and maintenance of records.
17. Meets regularly with other administrators regarding building level programs and operations.
18. Acts as adviser to the Superintendent on all questions relating to Ripon Primary School(s).
19. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators and the community in general; and by having an active interest and involvement in community activities.
20. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
21. Performs other duties as assigned by the Superintendent.

Terms of
Employment:

The term of employment for the Primary School Principal shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation:

Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name