

Job Description

Job Title: Principal

(Deer Park Elementary School – Environmental Science Magnet)

Position Code: 1E18, AE18, RE18

Job Classification: Exempt

Supervisor: Executive Director

Pay Grade: 46

Contract Length: 245 Days

Job Summary:

The Principal is responsible for the daily operation and administration of Deer Park Elementary School, an Environmental Science Magnet School. The ideal candidate will:

- Establish a culture of continuous improvement.
- Promote student achievement, advancement, and youth development.
- Develop staff to enhance their expertise.
- Implement a system to monitor performance and progress.
- Ability to analyze and interpret data.
- Have a strong background or interest in environmental science and sustainability education.

Essential Duties:

As an Instructional Leader in Newport News Public Schools, the Principal fosters the success of all students by:

1. Developing, communicating, implementing, and evaluating a shared vision of teaching and learning that leads to student academic success, with a particular emphasis on environmental science and sustainability.
2. Creating and maintaining an academically rigorous, positive, and safe school climate for all stakeholders.
3. Managing human resources effectively by assisting with selection and induction, and by supporting, evaluating, and retaining quality instructional and support personnel.
4. Overseeing the school's organization, operation, and use of resources, including integrating environmental sustainability practices.
5. Communicating and collaborating effectively with stakeholders, including community partners in environmental science.
6. Demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession.
7. Exercising leadership which results in measurable student academic progress based on established standards.
8. Modeling nondiscriminatory practices in all activities.

(These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

Stays informed of developments and research pertaining to effective schools and environmental science education. Performs any other related duties as assigned by the Executive Director or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required):

Must possess a Master’s degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must have at least three years of successful teaching experience, with some experience at the elementary school level. Three years of administrative experience at the elementary school level preferred. Must possess comprehensive knowledge of current issues, principles, and practices in public elementary school education and the ability to apply them to the needs of the school. Must have effective skills in curriculum development, instructional practices, and interpretation of test data. Must have experience or strong interest in environmental science and sustainability education. Must be able to assist with administering and managing the operation of an elementary school. Must have the ability to plan and supervise the work of others. Must establish and maintain effective working relationships with students, parents, staff, and the public.

Working Conditions & Physical Requirements:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods; exhibit manual dexterity to dial a telephone, enter data into a computer, and perform other tasks; ability to see and read a computer screen and printed material with or without vision aids; ability to hear and understand speech at normal classroom levels, outdoors, and on the telephone; ability to speak in audible tones for clear understanding in various settings; physical agility to lift up to 25 pounds, bend, stoop, sit on the floor, climb stairs, walk, and reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: All licensed administrative, instructional, and support staff.

Supervision Received: Executive Director, Elementary School Leadership

This job description in no way states or implies that these are the only duties to be performed by this employee. The Principal will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date