



## **PLAINEDGE PUBLIC SCHOOLS**

241 Wyngate Drive  
No. Massapequa, NY 11758

### **ELEMENTARY PRINCIPAL**

Administer, supervise, and coordinate the activities of the elementary school. Serve as an instructional leader in the building

**Reports to: Superintendent of Schools, Deputy Superintendent, and Assistant Superintendents**

#### **Responsibilities:**

- Assure compliance with state and federal laws pertaining to education, Commissioner's regulations, board of education policies, regulations of the Superintendent, and requirements of the negotiated contracts with school personnel.
- Implement, coordinate, and supervise the instructional program in the building.
- Foster a climate of conversation, learning and problem-solving focused on continuous and enhanced student achievement
- Supervise and evaluate all personnel, both teaching and non-teaching.
- Maintain the role of instructional leader in the building; evaluate the processes and products of learning in order to improve instruction.
- Review and make recommendations on new textbooks and course offerings.
- Supervise the selection and use of updated instructional materials.
- Develop, supervise, and evaluate building staff development and curriculum day activities.
- Recommend and promote professional development.
- Assist in the evaluation and development of curriculum at the district level.
- Align building level curriculum and assessments with those of the district and NY State.

- Analyze and evaluate the testing and grading results at each grade level and insure that accurate records are kept.
- Use strategic planning to support continual school improvement.
- Review, analyze and use building assessment data to support building programs, resources and staff development to enhance student achievement.
- Build the capacity to meet the professional needs of staff via regional, district, technological and in-building resources.
- Build capacity for the meeting of diverse student needs, learning styles, levels of interests via schedules, programs, resources and approaches.
- Assist in the recruitment, selection, assignment, retention of professional personnel.
- Supervise all administrative routines in the building including budget preparation, scheduling, teacher orientation, testing, and other duties as assigned by the central administration.
- Maintain general discipline and a safe, healthy school environment and encourage and be available for discussions with parents.
- Promote positive community relationships through participation in school and community activities which encourage dialogue regarding school programs and procedures.
- Coordinate staff and pupil personnel services.
- Foster personal growth through participation in seminars, conferences, professional organizations, and staff development activities.
- Oversee the development of probationary teachers in particular through both formal and informal observations, constructive criticism, merited commendations, and honest assessments.
- Supervise and lead the integration of technology into the educational culture of his/her building.
- Oversee and continue to grow the STEAM program at the Elementary Level.
- Oversee and continue to grow the Teachers' College Reading and Writing Workshop Model.
- Work collaboratively with central administration to achieve the mission and vision of the district.

- Use data to make informed decisions regarding student performance.
- Ensure that all students and staff come to school to a safe, clean, and positive environment.
- Perform such other duties as may be requested by the Superintendent, Deputy Superintendent, & Assistant Superintendents.