



Date: January 4, 2022

Closing date: January 18, 2022

Position Title: Principal, Elementary School

Pay Grade: A-4 \$104,502 minimum - \$156,752 maximum

Period of Employment: 12 months **FLSA Status:** Exempt

Start date: 7/1/2022, 2022-2023 School Year

To apply: visit www.mcpsva.org

Supervised by and/or Reports to: Division Superintendent

General Responsibilities: Provide leadership in creating and managing a safe, supportive and positive learning environment where all students excel and staff is empowered. Communicates a vision of high expectations, performance, and collaboration with staff and students while engaging parents and community partners in the support of student achievement.

Essential Duties:

(This list is intended solely as an illustration of the various types of work performed. The omission of specific duties does not exclude their addition if they are similar to or a logical extension of the position.)

Qualities and Leadership:

- Proven school leadership experience with demonstrated success improving underperforming student achievement and making a difference in high needs communities.
- Experience building effective school and community teams committed to the school's vision and mission.
- Practices ethical standards to promote and sustain a positive school culture and climate and rigorous instructional program that supports the whole student and is conducive to high performance and staff professional growth.
- An extensive background and expertise in the areas of curriculum, instruction, program assessment and data analysis.

- A proven, participatory management and leadership style that fosters a climate of high expectations, collaboration, maintains accountability and emphasizes steadfast focus on the success of students.
- Knowledge of elementary education, school improvement, and response to intervention practices.
- Knowledge of the importance of the visual and performing arts, community service, and other enrichment programs in the development of the whole student.
- Prepares the school budget and allocation of personnel, monitors the expenditure of funds; provides for proper learning resources, security and accountability for school property.

Major Duties and Responsibilities:

- Supervises the school's teaching process and curriculum design, utilizing resources from central office as necessary.
- Provides strong leadership for the activities supporting the Manassas City Public Schools educational process to include establishing and maintaining a positive learning climate by ensuring proper student conduct and discipline procedures are maintained.
- Uses current research to drive vision resulting in dramatic gains in student achievement.
- Evaluates administrative, instructional and support personnel based on division evaluation models to ensure the retention of quality personnel.
- Establishes and supports a guidance program that meets the needs of all students.
- Establishes and maintains a favorable relationship with parents, local community groups, business, industry and individuals to foster understanding and to solicit support for school activities.
- Communicates School Board policies and directives from the superintendent to the community.
- Meets with parents to discuss and proactively address concerns.
- Ensures that all staff members are oriented to the building and the various departments and ensures continuing professional development throughout the building.
- Supervises and implements specialized education programs offered at the school.
- Consults with division leadership to formulate plans and direction for the overall strategic direction of the school relative to the outlined initiatives.
- Attends division meetings as required.
- Conducts regular staff meetings to ensure staff is updated on MCPS policies and emerging research.
- Actively supports the MCPS Strategic Plan.
- Performs other duties as assigned.

Requisite Education, Knowledge, Skills, and Abilities:

- Ability to plan, supervise, and evaluate the work of others based on individual strengths and weaknesses, and to guide their professional growth.
- Thorough understanding of the change process and demonstrated ability to lead staff in the school improvement process.
- Possess extensive knowledge of the curriculum and instructional program including content and methodologies, and the integration of technology into the elementary instructional program.
- Ability to analyze, interpret and utilize data.
- Demonstrated ability to use research-based practices that results in higher student achievement.
- Serve as a role model and promote a positive and professional demeanor in all interactions.

Requisite Education and Experience:

- Virginia Postgraduate Professional Certificate with an endorsement in Administration and Supervision Pre-K-12.
- Preferred applicants include those with three to five years elementary level teaching experience, knowledge of elementary school organizational philosophy, and evidence of a minimum of three years of successful school-based principal leadership experience.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to: a personal computer, calculator, copier, and fax machine. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, or repetitive motions required.

Manassas City Public Schools assures equal employment opportunities and equal education opportunities for employees and students as required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

This job description is intended to accurately reflect the position activities and requirements. It is neither intended to be, nor should it be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. Administration reserves the right to modify, assign, or remove duties as necessary.

