



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 1/3/2024

### Principal (Elementary)

Pay Scale: B

Level: 22

FLSA Status: Exempt

Job Family: Administration

Primary Location: School-Based

#### Department Overview

The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary Education, Middle School Education, High School Education, and Athletics and Activities.

#### Job Overview

The Principal provides leadership for the staff of the school in developing, implementing, and evaluating a comprehensive educational program, and administers the program in accordance with School Board Policies and administrative rules and regulations.

#### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Provides an instructional program consistent with the goals and objectives of the School Division; provides for the continuing development and implementation of an effective instructional program through classroom supervision and instructional leadership; works with the school staff and community to maintain an atmosphere conducive to learning and appropriate student behavior; utilizes available supervisory personnel to ensure an effective instructional program
- Supervises and evaluates the performance of each member of the school staff and establishes individual programs for improvement consistent with the Division's staff development objectives; advises the Personnel Services of staff needs and participates in the recruitment, employment, assignment, promotion, transfer, non-renewal, and dismissal of licensed and classified personnel
- Fosters effective home and school communication by providing opportunities for parents and teachers to discuss student progress and other matters of mutual concern and by encouraging community involvement in school activities
- Devises and administers a school budget, utilizing all available funds, which is consistent with Division instructional and administrative goals; supervises the maintenance of accurate bookkeeping records and the accounting of school funds
- Exercises leadership in the development, implementation, and interpretation of Division and School Board Policies and Regulations
- Keeps abreast of developments in education and in the field of education generally by participating in professional enrichment activities

## **Qualifications**

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

### **Education**

Bachelor's Degree

### **Experience**

Experience as a Teacher, Dean, Assistant Principal, Principal, or equivalent administrative experience

### **Licenses and Certifications**

Holds or is eligible for the Postgraduate Professional License with an endorsement in Administration and Supervision PreK-12

### **Knowledge, Skills and Abilities**

- Possesses leadership qualities and personal characteristics necessary to work effectively with students, teachers, and parents

## **Physical Requirements**

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

## **Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

## **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

## **Remote Work Disclosure**

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's

assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.