



Orleans Parish School Board

2401 Westbend Parkway - Suite 5055

New Orleans, LA 70114

<https://opsb.us/>



Job Description

ELEMENTARY SCHOOL PRINCIPAL

School District Information

The vision of the Orleans Parish School Board (OPSB) is that every student receives a high-quality education that fosters his or her individual capabilities, while ensuring that they thrive and are prepared for civic, social, and economic success.

Position Summary

The Elementary Principal manages the assigned school, exhibits instructional leadership, develops parent/community involvement, maintain and develops programs that are beneficial to students and staff, and creates an environment that is conducive to learning. This individual is accountable to the Superintendent of School and is responsible for assisting with academic and operational management.

Essential Duties and Responsibilities

- Shapes academic success for all students.
- Evaluates teaching and non-teaching staff constructively in accordance with the OPSB school policy and procedures.
- Communicates effectively and gains support for goals within the school and the community.
- Models and promotes effective teaching strategies that enable students to apply what they learn in the classroom to real world experiences outside the classroom.
- Involves others effectively in the improvement of curriculum and instruction.
- Fosters teamwork and collegiality.
- Participates in the selection of new teaching and classified personnel.
- Coaches teachers to enhance their instructional effectiveness.
- Provides on-going opportunities for staff to reflect on their roles and practices in light of student standards and school goals.
- Utilizes clear and meaningful oral and written communications to keep staff, students and parents properly informed.
- Secures necessary resources for meaningful professional development, including the appropriate time for planning and the use of emerging technologies.
- Uses school and community resources to enhance the quality of school programs, including those resources available through business and industry.
- Develops a supportive school environment for faculty, staff, parents and children.
- Applies federal/state/district and school laws, policies, regulations, and procedures fairly and consistently.
- Perform other related jobs as needed.

Educational Background

Master's Degree in Education or similar area of study.

Educational Leadership endorsement or Certification as Principal listed on certificate required.

Five years of successful teaching experience and/or previous experience in school administration.

Valid Louisiana Teaching Certificate with Louisiana.

Work Environment:

Listed below are key points regarding environmental demands and the work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the work day;
- Required to exert physical effort in handling objects more than 30 pounds rarely;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals) rarely;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements rarely; Normal setting for this job is an office/school setting.

Reporting Structure:

The Elementary Principal will report to the Superintendent of Schools.

Direct Reports:

All site-based staff including certificated professionals and classified personnel in assigned school.

FSLA Information:

This is a full-time, exempt position. This position will last through June 30, 2019.

Salary:

Salary will be commensurate with credentials, years of experience and education level.

EEOC Statement:

The Orleans Parish School Board is committed to equal employment opportunities regardless of race, color, genetic information, creed, religion, sex, sexual orientation, gender identity, lawful alien status, national origin, age, marital status, and non-job related physical or mental disability, or protected veteran status.