

Elfrida Elementary School District

Position Description

Principal

Job Status: Full Time - Salary

FLSA Status: Exempt

Work Schedule: As negotiated with the Superintendent

Over time Eligible: ☐ Yes ☒ No

Reports To: Superintendent

Positions Supervised: Teachers, Guidance,
Paraprofessionals, Aides, Office Staff

POSITION SUMMARY

The Elementary Principal provides instructional leadership, operational management, and community engagement for the Elfrida Elementary School. As the chief instructional leader of the site, the Principal is responsible for fostering a safe, supportive, and rigorous learning environment that reflects the values of the community, supports the whole child, and ensures compliance with state and federal regulations. In a rural setting, this role requires adaptability, collaboration, and the ability to build strong relationships with staff, students, families, and community stakeholders.

The Principal's primary responsibility is to focus on the day-to-day functioning of the school—serving as the instructional leader, ensuring compliance of IEPs in the classroom, and safeguarding the daily safety and well-being of students. The Principal must report and communicate effectively to the Superintendent who is responsible for the larger governance of the school, including the calendar, budget, and audits. An effective Principal will remain in solid and consistent communication, as neither can succeed without the other. The Principal ensures that the immediate needs of students and staff are addressed daily while maintaining in communication with the Superintendent to ensure alignment with the District's broader strategic, operational, and compliance goals.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- *Provide instructional leadership to improve teaching and learning, including supervising curriculum implementation, assessments, and instructional practices aligned with Arizona state standards.*
- *Recruit, supervise, evaluate, and support staff in alignment with district-approved evaluation models.*
- *Create and maintain a safe, positive, and inclusive school climate for students and staff.*
- *Ensure compliance with federal, state, and local laws, Arizona Department of Education requirements, and Governing Board policies.*
- *Manage daily operations, including student discipline, scheduling, attendance, and school safety protocols.*
- *Evaluate all certified and classified staff in compliance with the Arizona Department of Education requirements, including adherence to the state-approved evaluation system, timelines, and reporting obligations.*
- *The Principal shall remain in consistent and direct communication with the Superintendent to ensure alignment of district and school goals, compliance with Governing Board policies, and effective coordination of operations.*
 - *This includes providing timely updates on school matters, seeking guidance when necessary, collaborating on the implementation of district initiatives, and ensuring that key decisions are communicated and documented. Open, proactive communication with the Superintendent is an essential function of the role and critical to the success of the school and district.*
 - *Communicate with the Superintendent prior to submitting any grant applications or awarding stipends or contracts to ensure compliance with district policy, state and federal regulations, and Governing Board approval requirements.*

- Collaborate with the Superintendent on strategic planning, school improvement initiatives, and budget priorities.
- Collaborate with the Superintendent to develop the annual school calendar, ensuring alignment with district priorities, instructional time requirements, and Governing Board approval timelines.
- Build strong community partnerships that support the school's mission and connect families with needed resources.
- Promote student activities, extracurricular opportunities, and events that enrich the educational experience and foster school spirit.
- Coordinate professional development opportunities for staff, aligned with district goals and identified needs.
- Ensure effective communication with families, staff, and community members through regular updates, meetings, and outreach.

POSITION QUALIFICATIONS

Education & Certification

Minimum Qualifications:

- Master's degree in Education Administration, Educational Leadership, or related field.
- Valid Arizona Principal Certificate (or eligibility to obtain).
- Minimum of 3 years of successful experience in school or district leadership; rural experience preferred.
- Minimum of 5 years of successful teaching experience
- Demonstrated success in fiscal management, curriculum leadership, personnel supervision, and community engagement.
- Knowledge of state and federal compliance requirements, including USFR, special education, and federal programs.

Preferred Qualifications:

- Advanced training in school finance, rural education leadership, special education, or crisis management
- Experience working in a rural school district, with an understanding of the opportunities and challenges unique to small communities.
- Knowledge of special education, English Learner programs, and federal Title programs.
- Completion of specialized training in areas such as classroom management, differentiated instruction, trauma-informed practices, or culturally responsive teaching.
- Demonstrated ability to build partnerships with families and community organizations.
- Experience managing budgets, resources, and compliance requirements.

Skills & Competencies:

- Strong interpersonal and communication skills, with the ability to lead collaboratively and transparently.
- Strategic and systems-level thinker, with attention to detail and accountability.
- Commitment to equity, innovation, and continuous improvement.
- Adaptability, resilience, and resourcefulness in addressing rural education challenges.
- Ability to supervise and manage teachers and students effectively in classroom and school settings, ensuring safety and appropriate behavior.
- Understanding of applicable federal, state, and local laws, regulations, and policies related to education, student rights, safety, and confidentiality (e.g., FERPA, IDEA, ADA).
- Proficiency in word processing, spreadsheet, and presentation software (e.g., Microsoft Office Suite or Google Workspace).
- Ability to use email and calendar applications for professional communication and scheduling.
- Familiarity with Learning Management Systems (LMS) and/or online gradebook systems.
- Ability to operate interactive whiteboards, projectors, and other instructional technology.
- Basic troubleshooting of classroom technology (e.g., printers, document cameras, student devices).
- Competence in conducting virtual meetings and instruction using video conferencing platforms (e.g., Zoom, Google Meet).
- Skill in accessing, analyzing, and using digital student data to inform instruction.

Certificates & Licenses: *The Principal shall hold and maintain a valid Arizona Principal Certificate issued by the Arizona Department of Education and possess all other licenses or endorsements required by state and federal law. Preference will be given to candidates with additional credentials in educational leadership, school finance, or curriculum and instruction. The successful candidate is expected to remain in good standing with all applicable licensing authorities and to complete ongoing professional development as required by the State Board of Education. Given the unique demands of a rural school district, the Principal must also be eligible to obtain and maintain any certifications necessary to ensure compliance with local, state, and federal requirements. The Principal must also maintain a valid fingerprint clearance card and successfully complete all background checks as required by state law, district policy, and applicable regulations.*

Other Requirements:

- **First Aid/CPR Certification** – Current certification in First Aid and CPR, or ability to obtain within a specified timeframe after hire.

WORK ENVIRONMENT

The Principal is expected to serve as a highly visible leader within the school and community. This position requires frequent evening and weekend work to attend board meetings, school events, and community functions. Work is performed in both office and school environments and may include responding to urgent matters outside of normal business hours. The Principal must be able to balance administrative responsibilities with hands-on leadership, ensuring the effective operation of all school functions while fostering strong community relationships and remaining in close communication with the Superintendent.

EVALUATION

The Principal shall be evaluated annually by the Superintendent in accordance with Arizona law, State Board of Education requirements, and locally adopted policies. The evaluation will be based on established performance goals, student achievement, fiscal management, community engagement, and the overall leadership and operation of the district. The process is intended to provide constructive feedback, support professional growth, and ensure accountability to the Governing Board and the community.

Superintendent Signature: _____ Date: _____

School Board President Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Elfrida Elementary School District has reviewed this job description to ensure that the essential functions and primary duties of the position are included. It is intended to serve as a general guideline for job expectations and to outline the qualifications necessary to perform the responsibilities described. This document is not intended to represent an exhaustive list of all functions, responsibilities, skills, or abilities associated with the position. The Governing Board reserves the right to assign additional duties and make changes to this description as necessary to meet the evolving needs and mission of the District. This job description does not constitute a contract of employment.