



20. Participates in the process to alleviate staff grievances.
21. Supervises student records and personally prepares or supervises the preparation of reports requested by outside agencies or District supervisory personnel.

### **Marginal Functions**

1. Attends District administrative meetings, as required.
2. Prepares handbooks, schedules and materials for opening of school in the Fall.
3. Participates in professional activities designed to enhance competency.

**Physical/Visual Activities or Demands** that are commonly associated with the performance of the functions of this job

1. Standing, walking, sitting, reaching, talking, hearing.
2. Normal attention with clarity of vision at 20 inches or less as well as 20 feet or more and field of vision that can be seen up and down or to right or left while fixed on point, required.
3. Light physical demand with regular lifting of very light to light (1 to 25 lbs.) items by hand.

### **Qualifications**

1. Minimum of Master's Degree in education from an accredited institution of higher education.
2. Principal's certificate issued by the Missouri Department of Elementary and Secondary Education or certificate pending completion of Assessment Center. This certificate must cover appropriate grade levels of the campus assignment. This requirement must be met before commencement of contract.
3. At least 5 years of successful elementary classroom teaching experience.
4. Successful administrative/supervisory experience.
5. Training and practical experience in instructional management, effective teaching models, curriculum development, implementation and evaluation.
6. Ability and personality necessary to work effectively with colleagues, students, parents, and other individuals, as well as formal and informal groups and organizations.
7. Possesses positive, effective people skills.

**Skills and Abilities** which may be representative but not all inclusive of those commonly associated with this position.

1. Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.
2. Computational abilities for all common necessary mathematical functions.
3. Perform reading, writing, and speaking at an advanced level.
4. Ability and personality necessary to work effectively with colleagues, parents, other individuals, unions, community and school groups and organizations.
5. Must demonstrate positive, effective "people skills".
6. **The position requires literate level skills in Spanish speaking and writing.**

**Machines, Tools, Equipment and Work Aids** which may be representative but not all inclusive of those commonly associated with this position:

- Computer and related software.
- Microsoft and Google proficiency.

### **Period of Employment**

- Contractual period of employment is 12 months. The position is effective July 1, 2024.

### **Salary:**

- Based on 2023-2024 administrator salary schedule (plus \$2,000.00 stipend for doctorate)

**POSITION OPEN UNTIL FILLED.**

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$109,294.00 to \$153,305.00</b>
<i>Salary Code</i>	<b>Per Contract Period</b>	<i>Job Category</i>	<b>Campus Administrator</b>
<i>External Job Application</i>	<b>Administrator</b>	<i>Internal Job Application</i>	<b>Administrator</b>
<i>Location</i>	<b>Jamestown Elementary School</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>12/06/2023</b>	<i>General Start Date</i>	<b>12/06/2023</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<b>Keith Alan Bausman</b>	<i>Title</i>	<b>Assistant Superintendent of Human Resources</b>
<i>Location</i>	<b>Administration Building</b>	<i>Phone</i>	<b>(314) 309-5818</b>
<i>Email</i>	<b>kbausman@hazelwoodschoools.org</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Certified Survey</b>
---	------------	-----------------------------	-------------------------