Primary Years Program – Principal Job Description

Tuscaloosa Magnet Schools – Elementary

Documentation

* Review completed planners and determine Common Core are included
* Lead the school’s process of developing and reviewing the scope and sequence documents in alignment with national and state standards and district and IB guidelines
* Ensure that agreements are formulated for assessment and for teaching and learning language

Professional Development

* Collaborate with each teacher to reflect on identified professional development needs based on self assessment
* Plan and find funding for in school and out of school professional development
* Ensure that staff members are made award of professional development opportunities
* Keep a record of workshop attendance and school visits to ensure equality of opportunity and identify ongoing needs
* Communicate to community regarding PYP 5th grade exhibition

Curriculum Responsibilities

* Create climate of collaborative planning within the school
* Work collaboratively with all members of the faculty and staff
* Review test results to determine next steps in support of Continuous Improvement Plan (CIP)

Resource management

* Provide budget for the purchase of obtaining resources to support the implementation of the programme
* Collaborate with PYP leadership team to integrate PYP action plans into the Continuous Improvement Plan (including budget recommendations)

Communication

* Communicate with Central Office Personnel
* Develop schedule which provides adequate time for communication and collaboration among all faculty members involved in implementing the program
* Provide information to parents during enrollment period
* Include IB PYP information in monthly school newsletter
* Ensure the school adheres to the IB Standards and Practices
* Work closely with the Middle Years Programme Principal to ensure a smooth transition for students from the PYP to the MYP