

Job Title: Principal

Qualifications:

1. Master's degree from an accredited institution.
2. At least three years successful experience as a classroom teacher.
3. Valid certification as an administrator.
4. Such alternative or additional qualifications as the Board may find appropriate and acceptable.

Job Goal: To serve as the instructional and administrative leader of the school, to work with staff, students, and community to ensure a high-quality educational program, and to formulate and accomplish the school mission. To provide leadership for an environment of high expectations for staff and students.

Reports to: Superintendent

Supervises: Faculty, staff and students at assigned school

Performance Responsibilities:

1. Provide effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Interpret and enforce federal and state laws and state and local Board policy.
3. Assist in the recruiting, screening, selecting, and assigning of the school's certified and non-certified staff.
4. Assist in securing, maintaining, and managing material resources.
5. Prepare and administer the school budget and supervise school finances.
6. Assume responsibilities for scheduling.
7. Ensure students receive appropriate placement and services.
8. Plan and accomplish personal professional growth and demonstrate professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Provide professional opportunities for staff.
11. Communicate and clarify the school's mission to students, staff, and community.
12. Provide a safe, orderly environment that facilitates teaching and learning.

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13. Provide a climate of high expectations for staff and students.
14. Supervise, observe, and evaluate teachers and staff and make suggestions for remediation when necessary, documenting all procedures.
15. Keep the Superintendent informed of the school's activities and problems.
16. Work with various members of the central administrative staff on school problems of more than in-school import, such as transportation, special services and the like.
17. Establish guides for proper conduct and maintaining student discipline.
18. Recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory.
19. Supervise use of facilities and grounds both during and after regular school hours.
20. Assist in the supervision of students and drivers involved in the school's transportation system.
21. Assist in the administration and supervision of the school's Child Nutrition program.
22. Be regular and punctual in attendance.
23. Maintain confidentiality of any school system related information.
24. Maintain proper and professional relationship with other employees.
25. Perform duties in a manner that promotes good public relations.
26. Be familiar with and follow Board of Education policies.
27. Perform other reasonable related duties as needed.

Terms of Employment: Twelve months a year; salary to be determined by current salary schedule.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Adopted: March 17, 1992