



TITLE: PRINCIPAL

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12 months

SALARY: Established by the Board

QUALIFICATIONS:

1. A Master's degree, with a major in educational administration.
2. A valid State of Alabama certificate to practice as a school principal.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL:

By use of leadership, supervisory, and administrative skills, to manage assigned school so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Assumes responsibility for the implementation and observance of all Board policies and regulations that govern the operation of the local school.
3. Assists in the development, revision, and evaluation of the curriculum.
4. Establishes guides for proper student conduct and maintaining student discipline.
5. Supervises the school's teaching process and evaluates the professional staff.
6. Assists in the recruiting, screening, hiring, training, and assigning of the school's staff.
7. Plans, organizes, and directs implementation of all school activities.
8. Assumes responsibility for the safety and administration of the school plant.
9. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
10. The Principal shall enable the Assistant Principal to gain experience and knowledge in all areas of the overall administration of the school.
11. Establishes and maintains favorable relationships with local community groups and individuals to foster understandings and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
12. Orients newly assigned staff members and assist in their development, as appropriate.

13. Plans and supervises fire drills and an emergency preparedness program.
14. Coordinates or supervises all support services of the local school.
15. Assumes leadership and responsibility in the direction of the school's athletic and extracurricular activities, at home and away.
16. Evaluates and counsels all staff members regarding their individual and group performance.
17. Prepares or supervises the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration.
18. Assumes responsibility for the attendance, conduct, and health of students.
19. Maintains and controls the various local funds generated by all school activities.
20. Supervises the maintenance of accurate records on the progress and attendance of students.
21. Makes arrangements for special conferences between parents and teachers.
22. Conducts staff meetings to keep members informed of policy changes, new programs, etc.
23. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
24. Keeps the superintendent informed of the school's activities and problems.
25. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
26. Assume responsibility for abnormal or unique situations arising at school plant and/or activities.
27. Performs other duties as may be assigned by Superintendent for handling other situations that may arise in the administration of local school.

EVALUATION:

Annual evaluations will be conducted by the immediate supervisor. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BOARD APPROVED: FEBRUARY 1, 1982