

TITLE: BUILDING PRINCIPAL

Definition: The Building Principal supervises all certified/licensed and classified staff within their school building.

QUALIFICATIONS:

1. Appropriate Colorado administrative certificate or license.
2. At least five years of successful teaching and/or school administrative experience.
3. Master's degree, preferably with emphasis in school administration.
4. Demonstrated ability to work with students, teachers, parents, and citizens of the community.
5. Demonstrated ability to implement effective public relations.
6. Organizational skills to complete tasks responsibly.

REPORTS TO: The Superintendent of Schools

JOB GOALS:

1. Take active leadership in planning, implementing, and evaluating instructional and operational programs related to appropriate school level.
2. Through use of supervisory and administrative skills, promote the total educational growth of each student in the school.
3. Adopt the general program of education approved by the Board of Education to meet the needs of the community.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

Instructional

1. Study the educational needs of the students served by the school and develop plans for meeting these needs.
2. Initiate, design, and implement programs to meet specific needs of the school.
3. Supervise the instructional program within the school.
4. Supervise the teaching process within the school.
5. Implement and supervise the special education program within the school.
6. Utilize all resources of the school system and the community in developing the most effective educational program.
7. Budget school time to provide for the efficient conduct of school instruction.
8. Supervise and evaluate the extracurricular program within the school. Maintain responsibility for the planning, organization, and implementation of all school activities.
9. Direct the co-curricular program within the school.
10. Establish and maintain an effective learning climate.
11. Assist in the development, implementation, evaluation, and revision of the curriculum.

12. Report to appropriate administrative officers regarding the needs of the school with respect to personnel, equipment, supplies. and curriculum.
13. Advise appropriate central office personnel of activities and problems within the school.

#### Management of Staff Personnel

1. Interpret and implement all Board policies and regulations relating to the proper administrative supervision of the school. Prepare a building faculty handbook.
2. According to established procedures, recommend the removal of those teachers whose work performance is unsatisfactory.
3. Supervise and evaluate all certificated and classified personnel assigned to the school.
4. Assist in the recruiting, screening, hiring, training, and assigning of certificated personnel.
5. Assist in the inservice orientation and training of teachers with special emphasis upon instructional issues designed to improve student achievement.
6. Cooperate with college and university officials regarding teacher training and preparation and the assignment of practice teachers.
7. Keep abreast of research and developments within the profession by attending professional meetings, reading professional journals and other publications and discussing areas of mutual interest with other professionals.
8. Delegate authority to responsible personnel to assume administrative responsibility in the absence of the principal.
9. Delegate and assign responsibility to the staff as is appropriate for the proper operation of the school.
10. Conduct staff meetings as necessary for the proper operation of the school. Conduct meetings to keep staff informed of policy changes, new initiatives, and ways to improve student achievement.
11. The building principal may suspend any employee under his supervision for good cause subject to review by the superintendent. Any suspension shall be reported to the superintendent before the suspension is implemented.

#### Management of Students

1. Assume responsibility for the observance of all Board regulations and policies by students within the school. Inform the students of policies and regulations through the preparation and distribution of a student handbook.
2. Supervise the guidance program to enhance individual student education and development.
3. Supervise the maintenance of accurate records on the progress and attendance of students. Assure district records are kept in a place safe from fire, theft, and inappropriate and unauthorized usage.
4. Develop methods of evaluating student progress toward stated educational objectives.
5. Maintain high standards of student conduct and enforce discipline respecting the due process rights of students. Establish guidelines for proper student conduct and the maintenance of student discipline. Assert leadership in times of civil disobedience in the school according to Board policy.
6. Assume responsibility for the attendance, health, safety, and general well being of students and staff. Plan and supervise fire drills, tornado drills, and an emergency preparedness program.
7. Schedule and attend special events held to recognize student achievement.
8. Attend appropriate school-sponsored activities involving the administrator's students for the purpose of interest in the activity and to assume the responsibility for the orderly conduct of the activity.
9. Assume responsibility for the classification, promotion, retention, and assignment of students.

### Management of School Business

1. Coordinate or supervise such support services as maintenance, transportation, security, food services, recreational programs, and financial and accounting functions as they affect school operations.
2. Supervise the preparation of school reports for the district office. Prepare or supervise the preparation of all reports, records, lists, and all other material required by the district administration.
3. Assist in the management and preparation of the district budget. Prepare and submit budgetary requests relative to the school and monitor expenditure of funds. Approve requests for purchases and services required by staff.
4. Assume supervisory responsibility for the funds generated by various student activities.
5. Maintain a complete inventory of all equipment assigned to the school building.
6. Assume responsibility for the safety and operation of the school plant.
7. Coordinate student body fundraising activities.

### Community Relations

1. Act as liaison between the school and the community.
2. Interpret activities and policies of the school and the district to the community and encourage community participation.
3. Develop an informational program of public relations in order to further the community's understanding and support of the educational program.
4. Organize and meet regularly with building accountability committee, provide leadership that encourages participation in decisions affecting the school.
5. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for school objectives and programs.
6. Interpret Board policies and administrative directives to the community.

### Other Duties

1. Accomplishes other duties as assigned.

### TERMS OF EMPLOYMENT

1. Principals are scheduled to work teacher days, plus 20 additional days (10 days before school starts and 10 after it ends).
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of administrative personnel.

ADOPTED: September 7, 1976

REVISED: February 5, 1991  
April 4, 1995  
February 6, 1996  
September 8, 1998

STAFF HANDBOOK: August 2002