

**TITLE:** **Principal**

**QUALIFICATIONS:**

1. Hold or be eligible for certification as a Principal.
2. Holds Masters Degree or higher.
3. Other qualifications as may be deemed essential for successful performance in the position.

**REPORTS TO:** Superintendent of Schools, or Designee.

**SUPERVISES:** Staff and specialists.

**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Assists in the development, revision, and evaluation of the curriculum.
4. Makes recommendations concerning the school's administration and instruction.
5. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
6. Budgets school time to provide for the efficient conduct of school instruction and business.
7. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
8. Schedules classes within established guidelines to meet student needs.
9. Works with guidance personnel to enhance individual student education and development.
10. Supervises the maintenance of accurate records on the progress and attendance of students.
11. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
12. Supervises the school's teaching process.
13. Supervises all activities and programs that are outgrowths of the school's curriculum.
14. Supervises and evaluates the school's extra-curricular programs.
15. Cooperates with college and university officials regarding teacher training and preparation.
16. Assumes responsibility for all official school correspondence and news releases.
17. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
18. Evaluates and counsels all staff members regarding their individual and group performance.
19. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
20. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's staff.
21. Approves the master teaching schedule and any special assignments.

22. Conducts meetings of the staff as necessary for the proper functioning of the school, and to keep members informed of policy changes, new programs, and the like.
23. Orients newly assigned staff members and assists in the in-service orientation and training, with special responsibility for staff administrative procedures and instructions.
24. Recommends renewal or non-renewal of staff members according to established procedures.
25. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
26. Maintains active relationships with students and parents.
27. Makes arrangements for special conferences between parents and teachers.
28. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
29. Supervises custodial staff within the building and requests maintenance as appropriate.
30. Assumes responsibility for the safety and administration of the school plant.
31. Ensures a safe environment for students and staff.
32. Supervises the daily use of the school facilities for both academic and non-academic purposes.
33. Plans and supervises fire drills and an emergency preparedness program.
34. Asserts leadership in times of civil emergencies in accordance with established Board policy.
35. Keeps the superintendent informed of the school's activities and problems.
36. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
37. Prepares and/or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
38. Works 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.
39. Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
40. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
41. Establishes guides for proper student conduct and maintaining student discipline.
42. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events when possible.
43. Maintains, controls, and accounts for the various local funds generated by student activities.
44. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
45. Participates in principals' meetings, and such other meetings as are required or appropriate.
46. Responds to written and oral requests for information.

47. Serves as a member of such committees and attends such meetings as directed to by the Superintendent.
48. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
49. 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.
50. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
51. Performs other such duties as may reasonably be assigned by the superintendent.

TERMS OF EMPLOYMENT: Twelve months. Salary and other terms and conditions of employment shall be governed by negotiated contract.

EVALUATION: Performance in this position will be evaluated by the Superintendent, or Designee.

ADOPTED: August 13, 1992 Board Meeting