

## **Principal (K-12)**

<b>Reports to:</b>	<b>Superintendent of Schools or as designated by the Superintendent</b>
<b>Classification:</b>	<b>Administration</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>12 months (260 days) or as otherwise established by the applicable working calendar.</b>
<b>Evaluation:</b>	<b>Performance of this job will be evaluated in accordance with provisions of Board of Education policy for administrative staff.</b>
<b>Compensation:</b>	<b>According to Administrative Salary structure.</b>

### **JOB SUMMARY:**

The principal will be the instructional leader for the school. In addition, the principal will be responsible for all building operations directed at providing an optimal educational environment to maximize student success. The principal will work collaboratively with district administration to ensure effective school operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Appropriate safety precautions to be used at all times while performing essential duties.
2. Communicate with all stakeholders in an effective and timely manner.
3. Work collaboratively with other staff members.
4. Assume responsibility for the safe condition of all assigned areas and/or equipment operated.
5. Maintain a safe and orderly work environment.
6. Maintain confidentiality in accordance with applicable law and district policy.
7. Follow established district policy and procedure at all times.
8. Promptly attend all scheduled and called meetings.
9. Keep current with educational research and attend appropriate professional meetings.
10. Responsible for the efficient day to day operations of the building.
11. Responsible for the appropriate conduct of all stakeholders within the school community and has the authority to apply consequences for inappropriate behavior in accordance with policy and law.
12. Responsible for the condition of the school premises with responsibility for the care and oversight of the building and grounds to ensure the safety of all stakeholders.
13. Responsible for organizing and administering the school to which assigned in conformity with the approved policies and procedures of the District.
14. Responsible for developing a comprehensive building educational plan in collaboration with District administration.
15. Plan and develop a budget for the school and ensure all requisitions for materials and services are processed in accordance with policy and procedure.
16. Responsible for the care and accounting of activity funds in accordance with policy and procedure.
17. Responsible for the communication, interpretation, and enforcement of school policies and procedures to all stakeholders.
18. Collaborate with District administration to coordinate and ensure the approved curriculum is being implemented at all levels.
19. Responsible for participation in the preparation of curriculum guides and assisting teachers in appropriate implementation.
20. Responsible for the accurate preparation of all class schedules, cumulative records, transcripts, attendance reports, special reports, and all other related information.
21. Responsible for evaluating assigned professional staff in accordance with approved performance based evaluation tools.
22. Responsible for the supervision of all personnel assigned to the school building.
23. Responsible for the supervision of all students assigned to the school building.
24. Collaborate with District administration on staffing needs, placements, and employment recommendations of assigned staff.
25. Responsible for coordination of services for all personnel operating within the school to ensure quality instruction and attaining the highest level of student achievement.

26. Responsible for planning and administering building level professional growth opportunities for assigned staff.
27. Collaborate with appropriate administrators for planning and implementing district level professional growth opportunities.
28. Responsible for scheduling all extracurricular activities for the school and ensure all extracurricular activities are properly supervised.
29. Responsible for implementation of the building and District student assessment programs.
30. Responsible for making data driven decisions to ensure effective educational programs for students.
31. Responsible for maintaining complete and accurate student records in accordance with policy and law.
32. Responsible for all transactions between the school and administrative offices of the District.
33. Responsible for accounting of all textbooks, instructional materials/supplies, and maintaining an accurate inventory.
34. Collaborate with District administration and Special School District on the effective implementation of special education programs to benefit all students.
35. Responsible for the creation and implementation of building, student, and class schedules to maximize the educational environment and promote student success.
36. Responsible for collaborating with community agencies to address student/family needs.
37. Responsible for updating building safety plans and conducting all safety drills in accordance with established plans.
38. Work collaboratively with all vendors providing services to the District to ensure efficient operations and an optimal learning environment.
39. Responsible for keeping District administration informed of all pertinent information regarding school operations.
40. Other duties as assigned by District Administration.

**SUPERVISORY RESPONSIBILITIES:**

Certified and support staff assigned to building.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

1. Must have a minimum of a Master's degree and appropriate administrator certification with preference provided to candidates with a specialist's degree or doctorate.
2. Must have a minimum of five (5) years of experience as a classroom teacher with preference provided to candidates with prior administrative experience.
3. Such modification of the above qualifications as the Board of Education shall deem appropriate.

**COMMUNICATION SKILLS:**

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.
3. Ability to effectively communicate on an individual, small, and large group basis.
4. Ability to bring groups to consensus while considering various viewpoints and opinions.

**MATHEMATICAL SKILLS:**

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations to balance assigned budget details, invoices, bills, purchase orders and other related items.
3. Ability to manage a budget with fiscal responsibility.

**REASONING ABILITY:**

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
2. Ability to extrapolate trends and related information from data sets.
3. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
4. Identify and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
5. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

**OTHER SKILLS AND ABILITIES:**

1. Ability to work with appropriate technology and software programs in a knowledgeable manner.
2. Demonstrate organizational ability and attention to detail.
3. Ability to provide assistance to the school community as necessary.
4. Ability to work independently.
5. Excellent human relation skills.
6. Ability to accomplish tasks in a timely manner.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.**

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Revised: October 2014; October 2018