

Professional Staff Position (Job Description)

Title: Principal

Qualifications:

1. Master's Degree plus 15 semester hours in educational administration.
2. Certificate as required by State Department of Education.
3. Any additional requirements as set by the Board.

Reports to: Superintendent of Schools

Supervises: All staff, both professional and classified, assigned to the building.

Terms of Employment: Salary and work year established by the Board.

Performance Responsibilities:

1. Administers the school and its instructional program in all its facets.
2. Interprets and implements Board policies and administrative policies.
3. Supervises the school staff, providing assistance and making evaluations as necessary.
4. Assists in the recruiting, screening, training, hiring and assigning school staff.
5. Coordinates the full range of extra-curricular activities.
6. Assumes responsibility for attendance, conduct, health and safety to students.
7. Interprets the school's program to the community and enlists the participation of the community in school life.
8. Assists in the on-going improvement for the school curriculum.
9. Advises the superintendent and Board of activities in the school and supervises the submission of required reports.
10. Assists in the preparation and management of the school budget.
11. Recommends the dismissal or termination of a teacher whose work is unsatisfactory.
12. Conducts meetings of the staff as necessary for the proper functioning of the school.
13. Plans and supervises fire drills and the emergency preparedness program.
14. Maintains high standards of student conduct and enforces discipline as necessary.
15. A minimum of 40% of the administrator's working time is to be spent in classroom improvement activities.

Adopted: November 16, 1989