

Job Description

Title: Principal

Reports To: Superintendent

Supervises: Assigned staff members

Evaluation: Formal evaluation by Superintendent

Job Summary:

To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Qualifications:

Valid Kansas Administrative licensure appropriate for specific level.

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. Keeps the superintendent informed of school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Assists in the management and preparation of the school budget.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
7. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
8. Maintains active relationships with students and parents.
9. Budgets school time to provide for the efficient conduct of school instruction and business.
10. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
11. Schedules classes within established guidelines to meet student needs.
12. Assists in the development, revision, and evaluation of the building level implementation of the district curriculum.
13. Supervises the guidance program to enhance individual student education and development.
14. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
15. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
16. Maintains and controls the various local funds generated by student activities.
17. Assumes responsibility for the attendance, conduct, and maintenance of health of students.

18. Assumes responsibility of his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings.
19. Supervises all professional, administrative, and support personnel attached to the school.
20. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
21. Supervises the school's teaching process.
22. Orients newly assigned staff members and assists in their development, as appropriate.
23. Plans for and assists in the evaluation of all staff members regarding their individual and group performance.
24. Conducts meetings of the staff as necessary for the proper functioning of the school.
25. Assists in the in-service orientation and training of teachers.
26. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
27. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
28. Plans and supervises fire drills, tornado drills, and an emergency preparedness program.
29. Asserts leadership in times of civil disobedience in school in accordance with established Board of Education policy.
30. Provides for adequate inventories of school property and for the security and accountability for that property.
31. Plans for the supervision of all activities and programs that are outgrowths of the school's curriculum.
32. Participates in principal's meetings, negotiations meetings, and such other meetings as are required or appropriate.
33. Cooperates with college and university officials regarding teacher training and preparation.
34. Assumes responsibility for all official school correspondence and news releases.
35. Establishes and maintains with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
36. Serves as a member of such committees and attends such meetings as directed by the superintendent.
37. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
38. Demonstrates effective human relations and communication skills.
39. Complies with good safety practices.

40. Complies with all district rules, regulations, and policies.
41. Implements the District Strategic Plan at the building level.
42. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.