

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Principal

QUALIFICATIONS

As set by state certification authorities

REPORTS TO Superintendent

SUPERVISES Building personnel

JOB GOAL By use of leadership, supervisory, and administrative skills, to manage assigned building so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the building's budgetary requests and monitors expenditures of funds.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the building administration.
8. Works with various members of the central administrative staff on school district problems, such as transportation, special services, etc.
9. Keeps sponsors informed of events and activities of an unusual nature as well as routine matters related to the sponsor's accountability.
10. Interprets and enforces district policies and administrative regulations.
11. Maintains positive relationships with students and parents.
12. Budgets school time to provide for the efficient conduct of school instruction and business.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Schedules classes within established guidelines to meet student needs.
15. Assists in the development, revision, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, affording due process rights to students.

18. Establishes guidelines for proper student conduct and maintaining student discipline.
19. Attends special events held to recognize student achievement and attends school sponsored activities, functions and athletic events.
20. Maintains and controls the various local funds generated by student activities.
21. Supervises the maintenance of accurate records on the progress and attendance of students.
22. Assumes responsibility for the attendance, conduct, and well being of students.
23. Assumes responsibility for personal professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings and through enrollment in advanced courses and seminars.
24. 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.
25. Supervises all professional, paraprofessional, administrative, and nonprofessional personnel attached to the school.
26. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
27. Supervises the school's teaching process.
28. Approves the master teaching schedule and any special assignments.
29. Orientates newly assigned staff members and assists in their development as appropriate.
30. Evaluates and counsels all staff members regarding their individual and group performance.
31. Conducts meetings of the staff as necessary for the proper functioning of the school.
32. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
33. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
34. Assumes responsibility for the safety and administration of the school plant.
35. Plans and supervises an emergency preparedness program.
36. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
37. Asserts leadership in times of civil disobedience in school in accordance with established board policy.
38. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
39. Supervises all activities and programs that are outgrowths of the school's curriculum.
40. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.

41. Serves as an ex-officio member of all committees and councils within his/her building.
42. Cooperates with college and university officials regarding teacher training and preparation.
43. Responds to written and oral requests for information.
44. Organizes and administers the public relations program for employee's building.
45. Serves as member of such committees and attends such meetings as directed by the superintendent.
46. Delegates authority to responsible personnel to assume responsibility of the school in the absence of the principal.
47. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
48. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999