

ADMINISTRATIVE STAFF POSITIONS
Job Description: Principal

The most important duty of the administrator is to maintain an atmosphere within the school that is conducive to learning.

The principal is the instructional leader of his school.

The principal is the chief administrator of a particular school. He is directly responsible to the assistant superintendent in the areas of instruction and certified personnel. In all other areas, he is directly responsible to the superintendent.

His primary responsibility is to see that school is conducted for the best interest of the children. He must constantly evaluate all phases of the school program to insure that the children are receiving the best education possible for the available resources. He assesses the needs of the community and learns the traits of that community that are unique.

The levels of education within our system are elementary, middle school, junior high and high school.

The term "principal" denotes an administrator who is responsible for one or more of the levels of education within our school system.

Below is a list of specific responsibilities for which the principal must be accountable. Even though a head teacher or assistant principal may serve under and share with the principal some of these duties, the responsibilities should be those of the principal.

Curriculum

- A. Responsible for the entire curriculum of the grades his principalship encompasses.
- B. Responsible for coordinating the curriculum with the other schools in the attendance area.
- C. As a community leader, he promotes an on-going program of continuous evaluation of the entire curriculum, and is abreast of current trends in education and the community.
- D. He informs and requests assistance from central administration on curriculum changes and revision.
- E. He becomes familiar with the total resources available within the school district.

General Administration

- A. Interviews and recommends new staff members for his school to central administration who then recommends employment to the Board of Trustees.
- B. Evaluates the entire staff according to Board policy.
- C. Meets regularly with the staff to facilitate schoolwide improvement in:
 - 1. Curriculum and instruction;
 - 2. School climate;
 - 3. Staff development.
- D. Implements directives from central administration.
- E. Maintains all records and submits reports promptly to the central office.

Community

- A. Is willing to work with civic groups to promote the welfare of children.
- B. Adjust curriculum offerings to meet the special needs of the community.
- C. Serves as public relations agent.

Activities

- A. Approves and is responsible for the coordination of all activities.
- B. Schedules the activities in order to complement rather than override academic areas of learning.
- C. Appoints personnel to:
 - 1. Recommend club constitutions;
 - 2. Coordinate extra-curricular activities;
 - 3. Sponsor classes and projects.
- D. Attends all home activities at the school or appoints a designee.
- E. Accountable for all activity money as prescribed by policy and regulations.

Lunch

- A. Hires cooks when necessary.
- B. Oversees hot lunch program.

Buildings & Grounds

- A. Evaluates all facilities for safety and improvement.
- B. Recommends necessary improvements and maintenance to the district maintenance supervisor.
- C. Hires, supervisors, and evaluates custodians.
- D. Authorizes minor necessary repairs.

Finance

- A. Responsible for staying within the limits of the building budget.
- B. Responsible for all financial records that are kept at the attendance center, and is responsible for accurate and timely reports.

Safety

Reports accidents on the proper district form, and maintains proper supervisor of students at all times.

Current practice codified 1978

Approved by Board and issued: date of manual adoption

Revised: March 8, 1994