

TITLE: Principal

QUALIFICATIONS:

1. Master's degree or higher, in educational leadership.
2. Minimum of three years' experience in administration and supervision.
3. Such alternatives of the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving in an assigned school

JOB GOALS: To make the school facility an attractive, pleasant, and productive place in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Creates classes within established guidelines to meet student needs.
3. Supervises the guidance program to enhance individual student education and development.
4. Establishes guidelines for proper student conduct and student discipline (student handbook).
5. Supervises the school's teaching process.
6. Plans, organizes, and directs implementation of all school activities. Supervises the professional staff, as well as all support personnel, in carrying out their respective assigned duties, as specifically described in their job descriptions, as adopted by the Miller County Board of Education, and as any additional assigned duties become necessary.
7. Initiates, designs, and implements programs to meet specific needs of the school.
8. Establishes and maintains favorable relationships 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.
9. Orients newly assigned staff members and assists in their development, as appropriate.
10. Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, etc.
11. Supervises the school's Special Education teachers and paraprofessionals.
12. Assumes leadership in the direction of the school's athletic and/or extra-curricular activities.
13. Evaluates and counsels all staff members regarding their individual and group performance.
14. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
15. Participates in principals' meeting and such other meetings, as are required or appropriate.
16. Prepares and submits the school's budgetary requests, and monitors expenditures.
17. Attends special events held to recognize student achievement, and attends school sponsored activities, function, and athletic events.
18. Maintains and controls the various local funds generated by student activities.
19. Cooperates with college and university officials regarding teacher training and preparation.
20. Works with the Superintendent on school problems of more than in-school importance, such as transportation, special services, etc.
21. Conducts staff meetings to keep members informed of policy changes, new programs, etc.
22. Keeps the Superintendent informed of the school's activities and problems.
23. 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.

24. Organizes and implements the comprehensive needs assessment.
25. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.