

## JOB DESCRIPTIONS

TITLE: PRINCIPAL

QUALIFICATIONS:

1. Principal's Certificate
2. Degree(s) required for the Principal's Certificate.
3. Prior job experiences as the Board may find appropriate and acceptable.

REPORTS TO: The Superintendent of Schools.

SUPERVISES: Staff members designated by the Board or the Superintendent.

### Performance Responsibilities

1. Interprets and enforces district policies and administrative regulations.
2. Participates in the selection and supervision of all certified personnel in their school building.
3. Participates in the development, determination of appropriateness, and monitoring of the instructional program.
4. Organizes and administers the public relations program for his school.
5. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
6. Provides for adequate inventories of property under their jurisdiction and for the security and accountability for that property.
7. Approves the master teaching schedule and any special assignments.
8. Prepares and administers the school budget and supervises school finances.
9. Supervises the maintenance of all required records and reports.
10. Maintains active relationships with students and parents.
11. Supervises all activities and programs that are outgrowths of the school's curriculum.
12. Assumes responsibility for all official school correspondence and news releases.
13. Serves as a member of such committees and attends such meetings as the superintendent shall direct.
14. Serves as an ex officio member of all committees and councils within their school.
15. Responds to written and oral requests for information.
16. Keeps Superintendent or designee informed of events and activities of an unusual nature as well as routine matters
17. Assumes responsibility for their own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.

18. Evaluates all staff members under their supervision according to statute and Board policy.

TERMS OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Administrator Evaluation (AFB-EE).

(Adoption date: June 14, 1982)  
(Revision date: February 28, 2005)  
(Review date: January 26, 2009)