



JOB DESCRIPTION --Principal (K-8)

JOB GOAL:

To provide the leadership and vision necessary to develop and implement programs that optimizes available human and material resources to cultivate successful high quality educational experiences for students in a safe and orderly environment.

QUALIFICATIONS:

1. Master's Degree from an accredited institution or currently enrolled in an educational program leading to a Master's Degree.
2. Certification in Educational Leadership, School Principal, or Administration and Supervision or currently working toward certification.
3. Degree and certification requirements must be met within three (3) years of hiring date.
4. Minimum of three (3) years successful teaching.
5. Must provide written references upon request from the Superintendent.

REPORTS TO:

Superintendent

SUPERVISES:

Assistant Principal
School Instructional Staff
School Non-Instructional/Support Staff
Other Staff As Assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of federal, state, and local laws, regulations and policies governing education.
2. Knowledge of curriculum and instructional programs implemented within the district.
3. Knowledge of best instructional practices for appropriate level.
4. Knowledge of budgetary and supervisory responsibilities at the school.
5. Knowledge of athletics / scheduling and supervision.
6. Ability to communicate effectively, orally and in writing.
7. Ability to work with people in a positive, effective manner.
8. Ability to use effective public speaking, interaction, and problem-solving skills to improve student outcomes.
9. Ability to analyze and use data to create strategies for improvement.
10. Ability to organize, prioritize, and manage time effectively.

Effective:

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; use sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporate, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
2. Medium to heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions.
3. Exposure to heated and air-conditioned ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: February 13, 2023

Effective: