

JOB DESCRIPTION - K-8 PRINCIPAL

2002.1

JOB GOAL: The principal is the administrator charged with the day-to-day leadership of the school. The principal uses his/her leadership, supervisory, and administrative skills so as to promote a safe and effective teaching and learning climate that fosters the educational development of each student. The principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the District Administrator and the Board of Education.

QUALIFICATIONS: In order to be considered for the position of Principal, an individual must meet the following qualifications:

1. Hold a Master's Degree (or higher preferred) from an accredited college or university
2. Hold valid Wisconsin Department of Public Instruction licensing as a K-8 Principal
3. Demonstrate at least five years of superior performance as a teacher or administrator

RERPORTS TO: District Administrator

SUPERVISES: Elementary and Middle School Teachers
Specialists
School Aides
Support Staff (clerical, custodial, food service)

PERFORMANCE RESPONSIBILITIES: The Principal will have the following responsibilities:

School Management

1. Establishes and maintains an effective teaching and learning climate in the school.
2. Keeps the District Administrator informed of the school's activities and programs.
3. Supervises the maintenance of required student records and reports including academic progress and attendance reports.
4. Assumes responsibility for monitoring the attendance of students.
5. Supervises daily and extra-curricular student transportation and maintains effective student decorum and bus procedures.
6. Interprets and enforces district policies and administrative regulations.
7. Participates in the selection and supervision of school building personnel.
8. Assists in the orientation and training of new teachers and substitute staff.
9. Supervises the daily use of the school facilities for both academic and non-academic purposes.
10. Plans and supervises fire drills, tornado drills, and an emergency preparedness program as prescribed by District policy and procedure.
11. Responds to written and oral requests for information.
12. Develops a master calendar of school-sponsored events and facilities utilization.
13. Coordinates and directs the implementation of all daily school activities.
14. Maintains an inventory of all materials, supplies, and equipment.
15. Ensures the development and implementation of student and parent handbooks for school policies and procedures.
16. Coordinates short term substitute teacher and scheduled problems.
17. Coordinates, monitors, and gives tests as necessary in all areas of standardized testing.
18. Acts as the building level student activities director, including all extra-curricular activities and athletics.

Student Relations

19. Maintains active relationships with students and parents.
20. Assists with coordinating the work of available support services to deal with the individual needs of students.
21. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, athletic events, and dances
22. Participates as a member of the school special education team. May act as an LEA (Local Education Agency) representative.
23. Assists with coordinating the 8th grade graduation ceremonies and other ceremonies as needed.

School Discipline

24. Coordinates the application of school rules governing student behavior and assume major responsibilities for maintaining discipline.
25. Updates the District Administrator, teachers, students, and parents relative to student discipline, suspensions, and expulsions.
26. Recommends to the District Administrator those cases warranting suspension and/or expulsion.
27. Oversees study hall usage and behavior.

Staff Relations

28. Assists with the investigation of complaints regarding classroom performance and behavior of staff and takes appropriate action, including official reprimand, after consultation with the District Administrator.
29. Conducts meetings of the staff as necessary for the proper function of the school.
30. Initiates and makes arrangements for special conferences between parents and teachers.
31. Assists with teacher supervision leading to the improvement of instruction, and helps maintain employee personnel files within the regulatory structure of the Master Contract.

Curriculum

32. Works cooperatively with the District Administrator and School Board in the initiation, design, and implementation of programs to meet specific needs of the school.
33. Recommends to the District Administrator ideas for possible curriculum changes.
34. Helps develop the master schedule for classes and assignment of staff to be approved by the District Administrator.
35. Assigns and coordinates all individual student schedules and class placements.
36. Coordinates the middle school advisor/advisee program.

Leadership

37. Assumes responsibility for his/her professional growth and development and keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications.
38. Asserts leadership in times of civil disobedience in school in accordance with established school practices and/or Board policy.
39. Serves as a member of such committees and attends such meetings as directed by the District Administrator.

Leadership (continued)

- 40. Makes recommendations to the District Administrator regarding the employment status of staff members on an annual basis.
- 41. Evaluates the performance of professional and support staff in cooperation with the District Administrator as appropriate.
- 42. Maintains open communication to resolve conflicts at the lowest level.

Budget

- 43. Assists in the preparation and management of the school budget.

Other Responsibilities

- 44. Carries out any other responsibilities that may be assigned or delegated by the District Administrator or the School Board.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond orally and in writing to common inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to staff, students, parents, public groups, and/or the Board of Education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Wisconsin Statutes 21.02 (1)(a)(q)
PI3
PI8.01(2)(a)(q)

Adopted: 6-19-95
Revised: 4-23-97
Revised: 3-20-02