

## 200 ADMINISTRATION

### 230 Administrative Staff Job Descriptions

#### 232 Principal

##### Primary Function

The primary function of the Principal is to provide leadership to, and supervision of the instructional programs within the school. In addition, the Principal is responsible for all aspects of the overall operation of the school, including insuring the provision of a safe and orderly learning environment. The Principal is expected to act with integrity, fairness and in an ethical manner in the fulfillment of all responsibilities. The Principal reports directly to the District Administrator.

##### Primary Tasks and Responsibilities

The primary tasks and responsibilities of the Principal include, but are not limited to those in this section.

1. To help develop, articulate and implement a vision of learning that is shared by the school community.
2. To guide the development and implementation of annual building goals in cooperation with the District Administrator and Director of Instruction.
3. To advocate for, assist in developing, to nurture, and to sustain a school culture that is safe and conducive to student learning.
4. To advocate for, assist in developing, to nurture, and to sustain a school culture that is conducive to staff professional growth and lifelong learning.
5. To help develop and guide the provision of an appropriate educational program for every student.
6. To participate in the recruitment and selection of all school staff.
7. To evaluate the effectiveness of all assigned staff in accordance with district policy, and to make recommendations to the District Administrator and the Board regarding promotion, demotion, disciplinary action and dismissal of said staff.
8. To assist in the improvement of the performance of all assigned staff.
9. To assist all assigned staff in the development and implementation of their annual professional growth plans.
10. To assist in the development and implementation of staff development activities.
11. To attend IEP meetings, teacher assistance team meetings, staffings, and other meetings regarding student programs and performance as needed.
12. To develop and implement an annual plan for own professional growth.
13. To maintain a knowledge base of district curriculum and effective instructional practices, and to recommend practices to staff that are research based.
14. To recommend the purchase of instructional materials, resources, and equipment that are consistent with research on best practices and adopted curricula.
15. To develop and manage the school budget.
16. To ensure the supervision of all extracurricular events and other non-classroom activities which require supervision.
17. To function as a member of the District Administrative Team.
18. To manage and assist in determining the needs of the physical plant.
19. To assist in the development of district policies and to provide leadership in the development of building policies.

20. To be knowledgeable of and enforce building policies and procedures, district policies, and relevant state and federal laws.
21. To develop and maintain current student and staff handbooks.

The District Administrator or his/her designee may assign additional tasks and/or responsibilities as needed.

REF: State Statute 118.24  
State Statute 118.19(11)  
State Statute 121.02(1) (a) and (Q)  
State Administrative Code PI 8.01(2) (q)  
State Administrative Code PI 34.32  
American with Disabilities Act of 1990

CROSS REF: 223, Administrator Professional Development Opportunities  
224, Board – Administrator Relations  
225.1, District Administrator Evaluation  
251, Organization for Administration Purposes (Line and Staff Relations)

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