



2100.50: PRINCIPAL PK-12

Reports to: Principal's designated Central Office performance evaluator

General Summary: Serves as the educational leader of the school. Responsible for the educational programs and services in the school. Responsible for implementing district programs, policies, and procedures.

Essential Functions:

Instructional Leadership and Vision for Learning

I. The principal:

- A. Assumes responsibility for the continuous school improvement plan and process.
- B. Provides for effective instructional leadership, including monitoring student performance relative to assessments, and ensuring that the written curriculum is the taught, assessed curriculum.
- C. Assumes leadership responsibilities for effective selection, induction, and continual staff development and improvement of all personnel.
- D. Directs the development of instructional leadership capacity among teachers and teams.
- E. Provides for effective evaluation and supervision of all personnel.
- F. Provides visible leadership ensuring a positive educational culture that enhances the academic, social, physical, and emotional development of all students.
- G. Communicates the school vision in order to establish high expectations for student and staff performance.
- H. Assists staff to analyze varied sources of information and multiple sources of data to make educational improvement decisions.

II. School Management The principal:

- A. Budgets time to achieve balance between administrative and supervisory duties.
- B. Identifies needed changes and improvement in school plant and effectively capitalizes on District resources, procedures and personnel.
- C. Provides sound fiscal management of building resources and programs.
- D. Utilizes effective practices and teaches clear guidelines for appropriate student behavior to provide a safe school environment.
- E. Demonstrates effective skills in conflict resolution, problem analysis, decision-making, and judgment.
- F. Demonstrates effective written, oral and nonverbal communication and facilitation skills.
- G. Directs the planning, implementation, and evaluation of programming related to student activities, clubs, and athletics.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing.....			X
2. Walking.....			X
3. Sitting.....			X
4. Lifting 25 lb max.....	X		
5. Carrying 100 feet.....	X		
6. Pushing / Pulling.....	X		
7. Climbing / Balancing.....	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking/Hearing.....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Date of Revision

August 20, 1990

September 21, 1998

November 1, 2004

January 21, 2008

September 15, 2008

October 3, 2016