**Principal**

**Position Purpose**

Under the general supervision of the Superintendent of Schools, to provide leadership and supervision in administering the educational program of a school in order to promote the educational development and achievement of students in accordance with district policies, administrative procedures, rules and regulations, and applicable law.

To provide leadership in program development and improvement, as well as in professional staff development.

**Essential Functions**

* Develops and administers school programs consistent with school district goals and objectives.
* Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extra-curricular activities.
* Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
* Ensures that district policies and procedures are implemented and followed at the school.
* Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
* Involves staff in the evaluation of programs and the planning of new programs.
* Facilitates parental involvement in students' education and ensures effective communication with students and parents.
* Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
* Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.
* Coordinates with central office in recruitment and retention of students in order to meet enrollment requirements.

**Additional Duties**
Performs other related tasks as assigned by the Superintendent and other central office administrators as designated by the Superintendent.

 **Note:** The above description is illustrative of tasks and responsibilities.  It is not meant to be all inclusive of every task or responsibility.

**Equipment**
Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

**Travel Requirements**
Travels to school district buildings and professional meetings as required.

**Physical and Mental Demands, Work Hazards**
Works in standard office and school building environments.

**Knowledge, Skills and Abilities**

* Knowledge of current teaching methods and educational pedagogy.
* Knowledge of school curriculum and concepts.
* Knowledge of best practices in administration, program evaluation and staff supervision.
* Knowledge of data information systems, data analysis and the formulation of action plans.
* Knowledge of applicable federal and state laws regarding education.
* Ability to use computer network system and software applications as needed.
* Ability to develop and implement projects.
* Effective verbal and written communication skills.
* Ability to communicate effectively with students and parents.
* Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
* Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

**Certification/License**:

* Intermediate Administrator (092) State Certification as required for position.
* Teaching Certification in related area.
* Motor Vehicle Operator's License or ability to provide own transportation.

**Education**

* Master’s Degree from an accredited college or university.
* Sixth year, doctorate, or other planned program in related field preferred.

**Experience**

* Extensive successful teaching experience, preferably in more than one grade level.
* Successful administrative experience preferred.

**FLSA Status: Exempt**

**Date: 12/15/2017**