

Principal - Job Description

JOB QUALIFICATIONS:

- I. Education - A master's degree in education administration or its equivalent.
- II. Experience - At least three (3) years previous teaching experience at grade level.
- III. Certification - A valid Montana Administrators Certificate.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the general direction of the superintendent of schools, and in accordance with appropriate statutes, board policies and regulations, the principal has overall responsibility for the effective operation of his/her assigned schools. Key areas of responsibility have been identified, although these do not preclude additional areas of responsibility as determined by the superintendent.

PRIMARY AREAS OF RESPONSIBILITY INCLUDE:

1. Supervision of Staff
2. Supervision of Curriculum
3. Supervision of Students
4. Supervision of the Physical Plant
5. Public Relations and Community Involvement
6. Professional Growth
7. Budget Management
8. Record Maintenance
9. Goals.
10. Leadership

EVALUATION:

The principal shall be evaluated according to the adopted policies of the Board of Trustees.

PRINCIPAL'S PERFORMANCE INDICATORS:

1. Supervision of Staff
 - A. Evaluates certified and classified staff in accordance with established district policies, regulations, and administrative procedures.
 - B. Promotes the professional development of staff through the design and development of inservice training and by encouraging staff to attend out-of-district workshops and training sessions as funding permits.
 - C. Communicates effectively with staff, both in writing and orally.
 - D. Demonstrates a willingness to listen to staff comment and suggestion.
 - E. Encourages the staff to try new ideas and procedures.

- F. Adequately assigns staff to student activities.
- G. Orientates new staff members.

2. Supervision of Curriculum

- A. Facilitates the adoption of curriculum according to the adopted policies of the Board of Trustees.
- B. Monitors the curriculum to ensure that appropriate content and sequence are followed.
- C. Seeks appropriate resources of time, money, and materials to support the curriculum.
- D. Provides opportunities and procedures for the examination of new and/or experimental programs.

3. Supervision of Students

- A. Sets high expectations for students.
- B. Defines and disseminates discipline procedures to be followed.
- C. Coordinates the reporting of student progress to parents.
- D. Monitors attendance and initiates corrective action when necessary.
- E. Recognizes and encourages positive efforts to promote high student morale.
- F. Takes an active interest in the formulation of student activities.
- G. Advises the superintendent as to the status of extra-curricular activities.

4. Supervision of the Physical Plant

- A. Supervises the assigned use of buildings in accordance with district policies.
- B. Maintains an inventory of property assigned to each unit under his/her supervision.
- C. Is aware of building conditions and initiates corrective action when necessary.
- D. Monitors utilities consumption and makes recommendations for conservation.
- E. Recommends building and ground improvements.
- F. Maintains buildings and grounds in a safe, orderly condition.

5. Public Relations and Community Involvement

- A. Develops and maintains positive communications between the school and the community.
- B. Maintains active, positive relationships with students and parents.
- C. Encourages community members to participate in school-related groups.

- D. Responds promptly to oral and written requests from the public.
- E. Monitors staff communications with parents and the community.

6. Professional Growth

- A. Establishes goals for professional growth
- B. Participates in appropriate professional organizations.
- C. Is aware of advances and improvements in educational programs related to assigned area.
- D. Participates in seminars, short courses, and workshops appropriate to his/her position, as district funds permit.

7. Budget Management

- A. Monitors budget line items as assigned by the superintendent
- B. Manages budget in accordance with appropriate statutes, policies, and regulations.

8. Record Maintenance

- A. Maintains records in an accurate and orderly manner in accordance with appropriate statutes, policies, and regulations.
- B. Secures records against fire, theft, and unauthorized access.

9. Goals

- A. Involves staff members in the development of unit goals.
- B. Utilizes available resources in order to meet unit goals.

10. Leadership

- A. Inspires all concerned to join in the accomplishment of the school's mission.
- B. Applies effective human relations skills.
- C. Encourages the leadership of others.
- D. Analyzes information relative to problems, makes decisions, and delegates authority as appropriate.
- E. Persuasively articulates beliefs and effectively defends decisions.