



## School Principal Job Description

The Principal, under the supervision of the Superintendent, has the responsibility for the organization, administration, and supervision of the school program and of district goals. 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 Superintendent of Schools and the policies of the School Board.

### ADMINISTRATIVE EXPECTATIONS

#### A. Leadership

1. Leads the instructional program to assure that the changing needs of the students, their families, staff and the community are met.
2. Provides leadership and direction for improvement of instructional programs.
3. Identifies and implements innovative programs and staff development.
4. Coordinates and directs committees and special projects.
5. Builds a positive, safe, inclusive school community where all students and families are welcome.

#### B. Curriculum and Student Activities

1. Facilitates and coordinates short and long range planning for the continued development and improvement of instruction.
2. Supervises and evaluates instructional programs.
3. Oversees educational programs to enhance the growth of students.

4. Identifies and interprets support services needed for instructional program.
5. Plans and implements budget requirements.

C. Personnel

1. Recruits and selects staff.
2. Supervises and evaluates personnel using tools and practices established by the school district.

D. Community Relations

1. Establishes and maintains constructive relationships with students, staff, and members of the community.
2. Communicates with the various publics – to listen, interpret and define the school program.
3. Coordinates communication with public and private agencies.
4. Coordinates and facilitates a positive school climate which reflects a multi-cultural environment.

E. School Management

1. Provides a safe, orderly and well-organized school environment.
2. Coordinates resources to maintain attractive and safe buildings and grounds.
3. Plans for the maintenance and improvement of building and grounds.
4. Manages resources to achieve the most efficient and effective operations.

F. Miscellaneous

1. Completes other tasks as designated by the Superintendent