

PRINCIPAL

QUALIFICATIONS:

- ◆ Valid Oregon Administrator's License;
- ◆ Degrees in area of study as required by Oregon certification;
- ◆ Prior job-related experience;
- ◆ Have a First Aid card as requested by supervisor; and
- ◆ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- ◆ Superintendent

JOB GOAL:

- ◆ To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

- ◆ Serves as a member of the Administrative Council;
- ◆ Establish and maintain an effective learning climate in the school and supervise the school's educational program;
- ◆ Provide for the development, revisions, and evaluation of the curriculum, and program classes within established guides to meet student needs;
- ◆ Supervise all professional, paraprofessional, administrative, and non-professional personnel attached to the school, and assume responsibility for the safety and administration of the school plant;
- ◆ Establish guidelines for proper student conduct and maintain student discipline;
- ◆ Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's staff, and supervise the school's teaching process;
- ◆ Plan, organize, and direct implementation of all school activities;
- ◆ Initiate, design, and implement programs to meet specific needs of the school;
- ◆ Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board policies and administrative directives; and to discuss and resolve individual student problems;
- ◆ Orient newly assigned staff members and assist in their development, as appropriate;
- ◆ Evaluate and counsel all staff members regarding their individual and group performance;
- ◆ Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration;
- ◆ Participate in necessary meetings as are required or appropriate;
- ◆ Prepare and submit the school's budgetary requests, and monitor expenditures of funds;
- ◆ Attend special events held to recognize student achievement and attend school-sponsored activities, functions, and athletic events;
- ◆ Maintain and control the various local funds generated by student activities;
- ◆ Cooperate with college and university officials regarding teacher training and preparation;
- ◆ Work with various members of the central administrative staff on school problems of more than in-school import, such as transportation, special services, and the like;
- ◆ Conduct regular staff meetings to keep members informed of policy changes, new programs, etc.;
- ◆ Keep the superintendent informed of the school's activities and problems;
- ◆ Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field; and
- ◆ Follow district policies, building rules, and perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

- ◆ According to Board policy, master contract and school calendar.

EVALUATION:

- ◆ Performance will be evaluated annually in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date