



Job Description Principal

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 215-260 Days

Experience Required: Minimum three (3) years of successful, full-time, lead teaching experience. Minimum of five (5) years of professional related experience, including three (3) years of school based or district administrative and supervisory experience.

Minimum Education Requirements: Master's degree in related field.

Department: Building Principals.

Direct Supervisor: Superintendent.

Primary Work Location: School setting.

Certification: Meets Missouri department of Elementary and Secondary certification requirements.

Job Summary: The principal is the instructional leader and oversees the daily operations of the school including disciplinary matters, budgeting, hiring and logistics adhering to the District Board and the assigned buildings' mission and goals. Has supervisory responsibility over all building staff.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Manage curriculum development and content by aligning, monitoring, and observing to facilitate learning and ensure compliance with established guidelines.
- Supervise and manage staff, recruit, select, and hire school staff, including teachers and school-based support staff; monitor progress on all measures of school and staff performance; administer Center School District approved personnel policies and procedures; oversee any and all disciplinary actions.
- Staff evaluations and walk throughs; provide for adequate supervision, training, and evaluation of all staff and volunteers; communicate the vision that supports the school's goals and values; create an effective team of people jointly responsible for the attainment of school goals and committed to achieving excellence.
- Manage the budget for the building; implement the budget development process with the assistance of the Center School District Superintendent that meets targeted requirements.
- Attend and prepare for meetings and professional development; keep abreast of successful instructional methodologies and practices; provide high quality curricular training and resources to staff; ensure consistencies in instruction and practice amongst team of teachers.
- Raising student achievement and improving instruction; ensure use of effective, research-based teaching methodologies and practices; implement data-driven instructional practices and lead discussions about student performance.
- Set and enforce rigorous standards for student achievement that are in line with the goals of Center School District; ensure the academic program meets or exceeds yearly student outcome goals.

Job Description Principal

- Create a safe positive environment for students and staff; lead teachers and instructional team leaders in developing a healthy school culture aligned with the vision, mission and values of the school and the region; create a culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families; foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
- Student supervision and building duties; ensure the safety and security of all students, staff, visitors, and public and property.
- Implement and monitor building systems; oversee facilities maintenance; oversee management of school records and resources; ensure compliance of local, state, and federal laws and regulations.
- Receive and resolve staff and parent complaints.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of resources.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills

- Strong leadership skills.
- Strong written and oral communications and relational skills.
- Strong presentation skills.
- Interpersonal and organizational skills are required.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Maintain confidentiality required by law, policy or a specific situation.
- Attend Board meetings, District, community, and school events both on and off campus.
- Attend IEP, 504, SST, and parent meetings, and home visits as appropriate.
- Work independently under broad organizational guidelines to achieve unit objectives.
- Supervise the use of funds.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a



Job Description Principal

contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date