

School District of Lodi
JOB DESCRIPTION

(A) 8-2-90
(R) 7-13-98
(R) 3-9-20

Title: Building Principal

Qualifications:

1. Master's Degree or higher
2. Valid Wisconsin certification as principal
3. At least three years' experience in school administration and supervision preferred.
4. Three years successful experience as an educator.
5. Demonstrated leadership and expertise in curriculum development and evaluation.
6. Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable.

Reports to: District Administrator

Supervises:

1. Building Assistant/Associate Principal, his/her building teaching staff and his/her building support staff.

Job Goal: Do what is best for the students of the School District of Lodi by providing the leadership needed to develop the best possible learning environment for all students..

PERFORMANCE RESPONSIBILITIES:

1. Supervises instructional staff, providing assistance and conducting evaluations as necessary in the development and implementation of curriculum, teaching methods, and in individualizing instruction.
2. Assists Director of Instruction in the coordination of K-12 Staff Development programs/budget allocations.
3. Maintains high standards of student conduct and enforces discipline as necessary according to the due process rights of students.
4. Recruits, screens, recommends for hiring, trains, assigns, orients, and directs all professional and non-professional staff in collaboration with the Director of Student Services and Director of Instruction.
5. Works with the Director of Instruction in determining the overall development and implementation of curriculum and the educational program.

6. In collaboration with the Co-Curricular/Athletic Director assist in the selection and supervision of co-curricular activities and staff.
7. Supervises the development of methods for evaluating and reporting student progress toward stated educational objectives including effective parent-teacher conferences.
8. Develops a program of public information in order to further the community's understanding and support of the educational program.
9. In collaboration with district administration, Director of Instruction, and Director of Student Services recommends summer school courses, coordinates pre-registration of students, the selection of appropriate summer school teachers, staff, materials and provides summer school program supervision as assigned.
10. Stays abreast of trends, developments, and research in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
11. Assumes responsibility for the attendance, and record keeping thereof, of students within his/her building assignment.
12. Develops, coordinates and administers his/her building instructional budget.
13. Administers district employee handbook.
14. Arrange for substitute teachers and/or support staff, if necessary.
15. Inspects all classrooms, corridors and other spaces on a regular basis and reports problems regarding cleanliness, safety and building security.
16. Helps coordinate district staff development activities.
17. Assists the Director of Instruction in the coordination of the K-12 Staff Recognition Programs such as the Herb Kohl Foundation selection process.
18. In collaboration with business manager, Director of Student Services coordinates and supervises safety and transportation of his/her building level students and conducts/documents required fire and safety drills.
19. Supports and contributes to the overall effort of the administrative staff and the management team.
20. Supports and implements Board Policies and administrative rules and regulations relating to the school district.
21. Performs all other tasks as assigned by the Superintendent and the Board of Education.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by District Administrator that are necessary or required to carry out e responsibilities of High School Principal position.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.