

Principal

**Poland Local Schools
PRINCIPAL
Job Description**

Title: BUILDING PRINCIPAL

Qualifications:

1. Master's Degree in School Administration or equivalent
2. Valid Ohio School Principal's Certificate/License required and current background check
3. Multiple years successful teaching experience; experience as a principal is preferred
4. Have good character and good health, demonstrate good writing and speaking skills; possess organizational ability, leadership skills, strong -community relations skills, knowledge of innovative teaching and learning experiences, possess knowledge of state standards.

Reports to: Superintendent or the Asst. Superintendent

Supervise: All teachers and support staff assigned to the building. Including contracted staff and others working directly with students assigned to building.

Job Goal(s): Provide leadership and management skills that align to the district's educational goals.

ESSENTIAL RESPONSIBILITIES:

1. Serves as the instructional leader of the school.
2. Carries out all Board of Education policies.
3. Attends all meetings called by the Superintendent.
4. Advises the Superintendent on staffing and instructional improvements.
5. Prepares reports as directed by the Superintendent.
6. Informs and advises the Superintendent about programs, practices, and problems of the school.
7. Participates in Leadership Team meetings, and such other meetings as may be required.
8. Organizes the school for instruction effectively and economically with the goal of greater district-wide uniformity of practice.
9. Coordinates all instructional and non-instructional activities of the school in collaboration of other administrators.
10. Delegates responsibility to a member of the faculty when absent from duty in buildings with no assistant principal.
11. Support the collection, reporting, reviewing, and evaluating of data provided for EMIS.

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12. Coordinates and assigns responsibilities associated with the administration of all tests given in the building according to district and state policies.
13. Coordinates the procedures required for US Office of Education Accreditation, if applicable.
14. Organizes and supervises the school office staff.
15. Prepares and administers the school's budget with the Superintendent and Treasurer
16. Oversees the maintenance of the school and facilities. Initiates planning for needed alterations or additions to the facilities with the Superintendent or designee. (Director of Operations)
17. Provides leadership in establishing instructional objectives for the school, plans, and implements curriculum and instructional program.
18. Provides educational leadership on matters relating to teaching techniques, innovation, and classroom organization within his/her building.
19. Considers staff requests for teaching assignments.
20. Supervises student scheduling requests.
21. Prepares a master schedule and reconciles conflicts.
22. Supervises the communication of organizational information to staff and students.
23. Promotes good interpersonal relations among staff and students.
24. Evaluates and the school's educational efforts.
25. Develops methods for evaluating student progress toward stated educational objectives and assists in the periodic review of student reporting procedures.
26. Works cooperatively with all district administrators
27. Establishes and enforces procedures regulating student behavior in school that are consistent with Board of Education policies.
28. Establishes disciplinary procedures regarding due process and the rights of students, with the staff and, when appropriate, with student and parent advice.
29. Familiarizes staff, students and parents with disciplinary procedures.
30. Provides leadership in evaluating the appropriateness and effectiveness of disciplinary procedures, with high standards of student conduct always desired.
31. Directs the planning and supervision of extra-curricular and co-curricular activities.
32. Plans and executes the graduation ceremony in conjunction with the high school secretaries and senior advisor.
33. Plans academic awards ceremonies in conjunction with the high school secretary.
34. Coordinates and assists in the supervision of programs designed to foster the safety, mental, emotional, and physical well-being of all students.

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35. Oversees the school's guidance program.
36. Oversees the attendance, conduct, and health of pupils.
37. Oversees the following drills for: fire, shelter-in-place, tornado, school, etc. activities, teacher meetings, school exhibits and safety plans and procedures, etc.
38. Provides leadership in establishing programs and activities to foster sound personal relationships among students and between students and staff.
39. Assists the Superintendent in recruiting, interviewing, and evaluating prospective employees and in selecting new staff members from these prospects.
40. Provides effective communication of the school's vision, mission, and goals to the community.
41. Listens attentively to parent complaints against the school or its staff members
42. Delegates any of the above listed responsibilities as needed and appropriate.

ANCILLARY RESPONSIBILITIES:

1. Other Duties as assigned by the Superintendent.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Superintendent.

I acknowledge receiving a copy of the Poland Local School District **Principal** job description.

Employee signature

Date

Board Approved: 12/13/2021