

**POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Administration: School Principal

Section Title: Job Description

Sub-Section 305.2a

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This position will be directly responsible to the assistant superintendent who serves as the superintendent's designee. The general function of the position shall be to plan for and to control, supervise, and direct their school in accordance with the philosophy, policy, mission, goals, objectives and programs as authorized by the Board of Trustees.

The principal shall be supervised and evaluated based on his/her performance in the following general areas:

1. Staff communication and development
2. Curriculum and instruction
3. Staff supervision
4. Students, parents and community
5. Board of Trustees and Central Office staff
6. Business affairs
7. Building and grounds
8. Personal and professional qualities

For further clarification of principal job responsibilities, see policy 305.4a

Adopted: 3/14/87

Amended: 11/10/87, 4/8/96

Reviewed: 2007, 2021