

A. **PRIMARY FUNCTION**

The Principal will provide leadership and administration which will motivate instructional and supporting personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

B. **LINE OF AUTHORITY**

Directly responsible to the Superintendent of Schools, except in the area of curriculum and development where the responsibility is to the Director of Educational Services, unless modified by the Superintendent.

C. **SUPERVISION OF OTHERS**

The following personnel will be directly responsible to the Junior High School Principal.

1. Assistant Principal
2. Department Chairpersons (grades 7-9)
3. Teachers
4. Counselors
5. Secretaries/Clerical staff
6. Head custodian
7. Head cook
8. All regular instructional and other professional staff members assigned to the school.

D. **AREAS OF RESPONSIBILITY**

In addition to the primary function, the Junior High Principal shall be responsible for:

1. Defining responsibilities assigned to teachers under his/her supervision and their relationships with departments, counselors and special staff personnel.
2. Observing, evaluating, and motivating staff members to improve their performance.
3. Interviewing and recommending the selection of professional and clerical staff.
4. Assigning ancillary personnel in the building.

5. Administering educational programs, general school routines and coordinating all activities within the school building.
6. Maintaining a standard of pupil behavior designed to command respect and to minimize classroom interruptions.
7. Providing leadership in continuous evaluation of existing programs and practices, curriculum contents, innovative programs, and co-curricular activities.
8. Coordinating auxiliary services and the special education personnel in identifying intellectual, social, physical, and emotional problems affecting students' success in the classroom.
9. Maintaining school records in a systematic manner for ready reference and preparing reports as needed.
10. Accounting of all money collected in the school with the exception of money collected for the hot lunch program.
11. Administering the rules, regulations and policies as set forth by the School Board and interpreted by the Superintendent.
12. Conducting faculty meetings and other building meetings as needed.
13. Developing a master schedule for registration, student schedules, report cards and student personal records.
14. Actively participating and encouraging staff participation in community groups as a means of developing understanding, cooperation and respect for school objectives and activities.
15. Representing the school whenever possible at recreational, social and athletic functions.
16. Resolving student behavioral problems on buses.
17. Giving work direction as required to all persons assigned to provide services in the building to assure the effective functioning and coordinating of all activities in the school.

18. Authorizing all professional staff requests for instructional materials and equipment within the approved budget.
19. Developing and submitting a building budget to the Director of Business Affairs prior to April 1 of each year. (Forms to be provided by the Business Office.)
20. Authorizing all requests for special pupil transportation needs of the professional staff.
21. Attending conferences, seminars and workshops in education and/or educational administration as per Master Agreement and/or Superintendent's request.
22. Performing all other acts reasonable and necessary to accomplish the primary function of the position, as requested by the Superintendent.

REVISED 5/6/91