ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
PRINCIPAL – ELEMENTARY K-2

Department: School Building
Immediate Supervisor: Superintendent
Date: May 2007

SUMMARY: The principal is responsible and held accountable for all functions within an individual building. The Principal is expected to demonstrate leadership in the organization and in school improvement. A principal is a role model for staff, students, parents and community and is expected to have high standards for all concerned. A building principal is expected to manage a building with integrity and ethics.

***QUALIFICATIONS*:**

Professional:

1. Elementary experience as both a teacher and administrator preferred.
2. Hold an appropriate Administrative license from Teacher Standards and Practices Commission in the State of Oregon.
3. Minimum 5 years teaching experience.
4. Minimum 3 years Administrative experience.
5. Elementary background preferred.
6. Good fiscal manager.
7. Strong curriculum background desired with emphasis on reading.
8. Ability to work with a large staff.
9. Strong knowledge of No Child Left Behind mandates and regulations,
10. Knowledge of Oregon laws and regulations.
11. Ability to deal with school growth.
12. Knowledgeable about current educational trends.
13. Effective communicator.
14. Working knowledge of Positive Behavior Supports (PBS) or Effective Behavior Supports (EBS).
15. Able to utilize staff strengths.
16. Working knowledge of Special Education and ELL requirements.
17. Good decision maker.
18. Other duties as assigned.

Personal:

1. Willingness to become involved in the community.
2. Interest in long-term community commitment.
3. Creative
4. Sense of humor.
5. Open minded.
6. Good listener.
7. People person.

SUPERVISORY RESPONSIBILITIES:

All personnel serving in assigned building.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Shall be responsible for knowing and administering the general policies and programs of the school system as they apply in the school, and for informing the staff of all general school regulations as they are enacted by the Board or Superintendent of Schools.
2. Under the supervision of the Superintendent of Schools, and in the light of general policies, plans, and regulations, shall be responsible for the detailed organization of the school, for the assignment of duties to the members of the assigned teaching staff, and for the supervision of instructional program.
3. Shall evaluate the efficiency of each member of the staff in the assigned school in accordance with an established plan and report the same to the office of the

Superintendent as required.

4. Shall hold a faculty meeting of the members of the assigned teaching staff or professional meetings for the discussion of educational matters at least once each calendar month.
5. Through established channels, shall keep District Office fully advised as to the conditions and needs of the school, and when requested, shall submit reports on pupil attendance, promotion, and other matters as required.
6. Shall be responsible for the functions and activities sponsored and conducted by student organizations of the assigned school. Shall have the power to require a teacher who is a member of the assigned faculty to assist in supervising any of the various student activities.
7. Shall be responsible for the administration of a system of accounting for all monies from student activities, from student fees or fines, from entertainment, from gifts, and for any other funds belonging to the school or to the student body or any student group within the school. This system of accounting shall be in accord with a central plan of accounts and carried out under supervision of the office of the fiscal director.
8. Shall be responsible for taking all reasonable precautions to safeguard the health, safety, and the general well-being of the assigned staff and of the pupils in the assigned school.
9. Shall see that the pupils are adequately trained for emergencies to acquaint all personnel with proper procedures in case of fire, earthquake and other natural disasters.
10. Shall report in writing, to the office of the Superintendent, any serious infringement of property rights within the assigned school that has been brought to attention and, similarly, any breach of contract affecting the assigned school, or any serious injury to any pupil or member of the school staff.
11. Shall handle all complaints according to District and Board policy.
12. Shall be responsible for advancing the professional growth of members of his teaching staff.
13. Shall adhere to the adopted school calendar and all scheduled activities without alterations unless approved by the Superintendent.
14. Responsible for student discipline, and shall use the student conduct code for the administration of student affairs.
15. Prepare and distribute a handbook that can be used by pupils and parents. A copy of the current handbook shall be filed in the District Office.
16. The principal shall make periodic inspections of the building, facilities, equipment, and grounds.
17. A primary function of the principal is to assume a major responsibility for the improvement of instruction with regards to District and State requirements.
18. Participate with the Superintendent or the appropriate general administration officer in recruiting and selection of personnel for the school. Assume the responsibility for recommending staff assignments in the school.
19. Participate in the development of the annual budget by submitting budget requests and supporting data as requested by the general administration office.
20. Assume the responsibility for the security and safety of the school, and all school property. The goal is to enhance a safe learning environment.
21. Prepare and distribute informational bulletins concerning the school program and activities to parents and the community. Exercise initiative and leadership at all times in the progress of interpreting the educational program through all media of communications.
22. Cooperate with community groups and organizations in making school facilities available in accordance with board policy, procedures, rules and regulations.
23. Thoroughly review the negotiated agreements and administer the negotiated agreements in the building. Any questions of interpretation shall be immediately called to the attention of the office of personnel.
24. Follow the directives, interpretations, rules and procedure applicable to the negotiated agreements as established by the Superintendent, or the School Board.

25. The principal shall be strictly accountable for all district funds received and disbursed in the school. The principal shall exactly follow the procedure and directives concerning these funds issued by the Deputy Clerk and/or the Superintendent. Procedures and directives shall be in writing and signed by the official of the general administrative office issuing the same.

SALARY: As agreed upon with the school board.

EVALUATION: In accordance with district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
    a. Stand/walk 5 – 7 hours
    b. Sit 4– 6 hours
2. The administrator may occasionally:
    a. Bend/kneel/squat/reach
    b. Climb Stairs or ladders
    c. Use hands for repetitive motions
    d. Lift and hold items to forty pounds

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date**_____

Employee Name (Print) _____