

## **233 - HEAD BUILDING PRINCIPAL JOB DESCRIPTION**

Building Principals are responsible for providing the leadership necessary for the effective education of all students within their respective buildings. The Building Principal is charged with the duty of carrying out School Board policies and administrative rules and regulations in their assigned buildings, and in leading the assigned staff in developing, organizing, implementing, and evaluating an effective instructional program. The Building Principal is primarily responsible for affecting a climate in which the curriculum can be facilitated for the purpose of providing the pupils with an exemplary and comprehensive instructional program within a safe and ordered learning environment.

### **QUALIFICATIONS:**

Possess a valid administrative license as required by the State of Wisconsin

### **REPORTS TO:**

District Administrator

### **SUPERVISES:**

All building level staff

### **PERFORMANCE RESPONSIBILITIES:**

- Enforce Board policy, school guidelines, administrative directives, the teacher handbook, and District standards
- Serve as the custodian of student records/transcripts. Supervise the collection, recording, maintenance, and dissemination of student data
- Establish and enforce guidelines to maintain proper discipline and conduct
- Maintain an effective and safe school environment with ultimate responsibility for all activities within his/her respective building/site
- Hold fire, storm and tornado drills on a regular basis and able to implement emergency evacuations and lock-downs effectively
- Supervise and guide curriculum to meet the students' needs
- Prepare or supervise the preparation of required reports and paperwork
- Assist in the selection and mentoring of staff
- Supervise and evaluate certified and paraprofessional staff under his/her direction
- Recommend assignment and location of certified and non-certified personnel
- Mediate and solve problems related to his/her assigned building
- Assist in the development and monitoring of an instructional budget
- Work as a team member to meet the system-wide needs of the District
- Communicate relevant information to administration, staff, students, parents, and Board
- Care for and manage the building and grounds, furniture, equipment, apparatus,

books, and supplies under his/her direction. Notify the District Administrator when maintenance is needed

- Perform all duties as assigned by the District Administrator

Approved: December 19, 2007

Revised: July 20, 2016