

JOB TITLE: PRINCIPAL

QUALIFICATIONS:

1. Minimum of at least two years of successful teaching experience.
2. Administrative or supervisory experience preferred.
3. Must hold a valid principal's certificate for level of position
4. Have a minimum of a Master's degree.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent and/or Assistant Superintendent in his/her areas of responsibility.

SUPERVISES:

1. Assistant Principals
2. Teaching staff, including paraprofessionals
3. Other professional staff
4. All non-professional school staff
5. Other resource and service personnel while functioning in the assigned school.

JOB GOAL: To supervise the total operation of the assigned school providing leadership and direction and creating a businesslike and productive atmosphere where students can learn.

PERFORMANCE RESPONSIBILITIES:

1. Organize and administer the school in conformity with the approved policies of the Board of Education and administrative guidelines of the superintendent of schools.
2. Assume primary responsibility for the total educational program within the school.
3. Serve as a representative for the Local Education Agency (L.E.A.) for Special Education.
4. Assist in staff recruitment and selection to recommend assignments of personnel within the school.
5. Direct, supervise and evaluate the work of all teaching personnel assigned to the schools. Evaluation of all teaching personnel will be in accordance with State Law and School Board policies.
6. Maintain good communications and relations between the school district and community.
7. Work with community agencies to coordinate service delivery for student population.
8. Cooperate with classroom teachers by participating in the preparation of curriculum revision and development and to assume the responsibility for assisting teachers in implementing results.
9. Counsel with building staff on matters which pertain to the effectiveness of the school.
10. Be responsible for cooperation with auxiliary personnel in the implementation of programs provided in the district.
11. Assist all staff members in matters of discipline as the need arises.
12. Have the power to suspend, not to exceed 10 days, any student, subject to the restrictions of sections 167.161, RSMo. 1978 and section 167.171 RSMo. 1984, and

13. Hold regular fire drills.
14. Hold regular tornado drills. These drills shall be part of an established plan to react to a tornado watch, a tornado warning or civil defense emergency.
15. Exercise vigilance to see that the school, the school grounds and the school equipment are in good repair and free of hazard and to request that necessary repairs or changes be made when required.
16. Make regular and monthly reports to the office of the superintendent as required.
17. Participate in the budgeting and planning process as coordinated by the superintendent of schools.
18. Provide the superintendent with all necessary information relative to the schools.
19. Maintain confidential nature of all school-related matters.
20. Attend all designated meetings of the Board.
21. Successfully complete other tasks and responsibilities as assigned by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: _____ Date: _____
(Superintendent)