

RESPONSIBILITIES AND DUTIES OF PRINCIPALS

Upon recommendation of the Superintendent, the Board may employ and appoint such principals, supervisors, and directors as may be required for proper classification and accreditation and as may be deemed necessary for proper administration and supervision of the school system. Such principals have general charge of their respective areas such as policies, rules, and regulations as the Board and Superintendent shall prescribe. They shall be responsible to the superintendent and their efforts shall be directed in a constructive manner toward the coordination and the most effective operation of the school program.

The principal shall aid the Superintendent in carrying out his/her duties and shall have primary responsibility in the areas of discipline, supervision of extracurricular activities, curriculum, instruction, assessment, supervision and evaluation of teachers and other duties as assigned.

Elementary Principal: The elementary school shall have as its head, a principal who shall possess a Master's Degree in Elementary Education with special courses in the field of Elementary Education and special courses in the field of Elementary Principal.

Secondary Principal: The secondary school shall employ a principal who shall possess a Master's Degree in Education Administration with special courses in the area of High School Principals.

Principals shall be employed on a 10-month contract. They will consistently enforce all district policies and regulations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this situation, the employee is frequently required to stand, walk, sit bend, and reach for extended periods of time. Many situations require hand motion, e.g., computer keyboard, typing, and writing. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is frequently involved in social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone. Ability to exert up to 75 pounds of force to lift, carry, push, pull, or otherwise move objects may be required. The employee should possess sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.