

PRINCIPALS

Position Description: The position of Principal exist for the purpose of strengthening the effective management of the school system by providing a supervisory/administrative/leadership function at the respective school site. The principal is responsible to the Superintendent.

Position Goal

To administer the assigned school's complete educational program in a consistent, competent, efficient manner, thus contributing to the achievement of the school system's stated purpose and goals.

Performance Responsibilities

The Principal will serve as the administrative head of each school and the principal- with all other personnel will be subject to the direction of the Superintendent and will be governed by such general regulations as may be prescribed.

1. Responsibility for organizing and administering the school to which he/she is assigned in conformity with the approved policies of the board and the superintendent.
2. Responsibility for the conduct of his/her respective school and for the school premises.
3. Responsibility to cooperate with the superintendent in supervision of all personnel assigned to his/her school.
4. Responsibility to cooperate with the superintendent in evaluation, hiring, and transfer or dismissal of personnel.
5. Responsibility to coordinate the services of the faculty and all other personnel operating within the school in the interest of good instruction.
6. Responsibility for all phases of pupil personnel administration within his/her building. The Principal, through the faculty, is to see that all pupils are acquainted with the school rules and regulations pertaining to the pupils. Pupils should have a clear understanding of rules by which they are governed.
7. Responsibility to counsel with teachers on matters which pertain to their daily work and to their efficiency.
8. Responsibility to advise and report on the proper operation and maintenance of the school.
9. Responsibility to keep, or cause to be kept, complete, accurate pupil records in the school that are required by law, or by the Board of Education. Safe custody of records will be the responsibility of the principal.
10. Responsibility to cooperate with the superintendent in planning and administering the use of school facilities so that the maximum contribution is made to the safety, the well-being and the education of the pupils.
11. Responsibility to organize and administer a plan for making available to teachers the instructional material supplied.
12. Responsibility for accurate accounting of all textbooks, instructional materials and supplies assigned to the school. In addition, the maintenance of an accurate up- to-date inventory is required.
13. Responsibility for discipline of students at all school activities at home and away.

PRINCIPALS (Cont.)

14. Responsibility for maintaining all records and making all reports required in dealing with operation of school and student activities.
15. Accept all responsibility generally considered to be within the jurisdiction of the principal.-

POSITION QUALIFICATION REQUIREMENTSDegree/Certification/Work Experience

Earned Master's Degree required: Possess or qualify for Oklahoma Principal's Certificate for the appropriate site level; Experience as a principal, or assistant principal preferred; Experience as a classroom teacher.

Term of Office

The Principal will be employed for an eleven (11) month term. Due process will be provided prior to nonrenewal or termination of employment in compliance with state law. The 11th month shall be used to interview, make recommendation for hiring of teachers, and fulfill any other responsibilities for the ensuing year. Exact summer schedule shall be approved by the superintendent. All Principals shall be at school by 7:50 a.m. on each school day, and will be free to leave (normally) at the completion of the school day.