

Principal

DEPARTMENT:	Schools	REPORTS TO:	Superintendent
WORK SCHEDULE:	12 months	COMPENSATION:	Administrative Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Responsible for school instruction, curriculum, staff development and supervision, student discipline, administration, public relations, and building maintenance for supporting the educational needs of the students in the Kirkwood School District. Serve as an official representative of the district, with significant levels of stakeholder interaction. Required to maintain strict confidentiality to protect student and staff privacy.

Task Title	Essential Job Functions	Percent of Time Spent
School Planning, Management, and Evaluation	<ul style="list-style-type: none"> Develop, implement, and assess the school plan based upon school needs and district goals. Oversee the development, implementation, and evaluation of educational programs, including curriculum, instructional programs, and instructional strategies. Supervise staff with a focus on improved student outcomes, including professional growth planning. As the instructional leader for the school, serve as the inspiration to achieve school goals and provide key administrative support for all school staff. Establish levels of expectations for student achievement oversee staff management of student progress/needs both individually and in groups to demonstrate effective instructional leadership. Responsible for positive school climate, working effectively with students, staff, parents, and community agencies to establish and maintain a tone and atmosphere within the school to enrich the learning environment. Includes positive behavioral interventions and supports, restorative practices, and discipline when necessary. Oversee implementation of board policies and directives prioritized by the superintendent. Oversee school programs and activities. 	65%
School-Based Facilities and Personnel Management	<ul style="list-style-type: none"> Manage inventory of supplies and equipment for successful fiscal management. Oversee responsibility for the care, maintenance, and scheduling of the school plant and facilities to assure they are clean, orderly, and conducive to a positive learning environment for successful plant management. 	20%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> ● Demonstrate effective skills in the recruitment and selection of school personnel and support new employees, including onboarding. Lead the school's human capital strategies and oversee all tactics associated with a positive employee experience. Supervise and evaluation staff. ● Handle staffing needs including planning as well as immediate response to staff shortages on a day-to-day basis. ● Oversee accurate records and submit reports per state and federal requirements. 	
District Planning, Management, and Evaluation	<ul style="list-style-type: none"> ● Collaborate with the superintendent to generate ideas for the development of district goals. ● Prioritize and/or clarify district goals to students, staff, and community. ● Implement district goals and oversee their assessment. 	15%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Multiple departments
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Approving timecards or time off requests
- **Budget Signing Authority:** Yes
- **Decision-making Authority:** Decisions impact the entire school

Qualifications

Required

- **Education:** Master's degree in educational administration from an accredited college or university
- **Licensure:** Missouri teaching and administrator certifications
- **Previous Work-Related Experience:** 4 or more years of educational experience
- Valid Missouri driver's license
- Ability to lift and carry up to 20 pounds.

Preferred

- CPI training

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
- **Intermediate:**

- Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
- Health Services: Preserving physical and mental health and well-being.
- **Advanced:**
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Expert:**
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Stakeholder and personal service: Principles and processes for providing stakeholder and personal services. Includes knowledge of institutional and community expectations and how to meet them.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Time management, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active learning, Active listening, Complex problem solving, Critical thinking, Instructing, Judgment and decision making, Learning strategies, Management of financial resources, Management of material resources, Management of personnel resources, Monitoring, Negotiation, Persuasion, Service orientation, Social perceptiveness
- **Occasionally (Up to 2.5 hours or 32% of the day):** Coordination, Mathematics, Operations analysis, Quality control analysis, Systems analysis, Systems evaluation, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Equipment selection, Installation, Science, Technology design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Crawling, Crouching/Kneeling, Repetitive motion

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult stakeholder or manage emotions when interacting

with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04