

Job Title:	PRINCIPAL
Department:	Student Services
Reports to:	Superintendent
Classification:	Exempt / Certified Staff
Employment:	11 months / Contract
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

SUMMARY

The Principal serves as the educational leader and chief administrator of their school, responsible for implementing and managing the policies, regulations, and procedures of the District to ensure that all students are supervised in a safe child-centered learning environment that meets and exceeds the Missouri Learning Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Organizes and administer the school in conformity with the approved policies of the Board of Education and administrative guidelines of the superintendent of schools.
2. Assumes primary responsibility for the total educational program within the school.
3. Assists in staff recruitment and selection to recommend assignments of personnel within the school.
4. Directs, supervises and evaluates the work of all teaching personnel assigned to the schools. Evaluates teaching personnel in accordance with State Law and School Board policies.
5. Maintains good communications and relations between the school district and the community.
6. Cooperates with the classroom teachers by participating in the preparation of curriculum revision and development and to assume the responsibility for assisting teachers in implementing results.
7. Counsels with building staff on matters which pertain to the effectiveness of the school.
8. Cooperates with auxiliary personnel in the implementation of programs provided in the district.
9. To assists all staff members in matters of discipline as the need arises.
10. Has the power to suspend, not to exceed ten days, any student, subject to the restrictions of sections 167.161, RSMo. 1978 and section 167.171 RSMo. 1984, and in accordance with the district discipline policy, whose presence in school is detrimental to the best interests of the other students and the school. Written notice of such action shall be immediately sent by the principal to the parent or guardian and to the superintendent of schools.
11. Holds regular fire drills.

12. Holds 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.
13. Exercises 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.
14. Makes regular and monthly reports to the office of the superintendent as required.
15. Participates in the budgeting and planning process as coordinated by the superintendent of schools.
16. Provides the superintendent with all necessary information relative to the schools and perform other duties as assigned by the superintendent.
17. Maintains confidential nature of all school-related matters.
18. Attends all designated meetings of the Board.
19. Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

SUPERVISORY DUTIES

1. Assistant Principal, as applicable.
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.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of at least two years of successful teaching experience.

Administrative or supervisory experience preferred.

Have a minimum of a master's degree.

Such alternatives to the qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

Must hold a valid principal's certificate for level of position.

SKILLS AND ABILITIES

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately.

Be able to make effective presentations to the staff, Board and community.

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

Other Skills and Abilities

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff, administration and members of the Board of Education

Maintain a positive relationship with members of the community

Effectively manage conflict

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 essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee may be expected to help students with their mobility needs.

Travel

This individual must be able to travel between district facilities. The position requires a moderate amount of travel out of district. May also travel to events or conferences both in state and out of state.

Attendance

Regular and consistent attendance is an essential function of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as supervising recess and/or outdoor classroom activities and loading and unloading students from district transportation.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.