

TITLE: School Principal – 11-month

REPORTS TO: Superintendent of Schools

Summary

The Building Principal is responsible for leadership related curriculum and management in a K–12 school building. Use leadership, supervisory, and administrative skills to promote the educational development of each student within the assigned building.

Qualifications

- Master’s Degree (30 hours or higher) with a major in educational administration.
- Valid New York State certification as School District Administrator and/or School Administrator and Supervisor.
- At least three years experience in public school administration and supervision.
- At least five years experience as a classroom teacher at the appropriate level.
- Alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsibilities

1. Establish and maintain an effective learning climate in the school.
2. Initiate, design, and implement programs to meet specific needs of the school.
3. Plan, organize, and direct implementation of all school activities.
4. Keep the Superintendent informed of the school’s activities and problems.
5. Make recommendations concerning the school’s administration and instruction.
6. Prepare and submit the school’s budgetary requests and monitor expenditures of funds.
7. Supervise the maintenance of all required building records and reports.
8. Prepare or supervise the preparation of reports, records, lists and all other paperwork required or appropriate to the school’s administrations.
9. Work with various members of the central administrative staff to coordinate such services as transportation, special services, etc.
10. Keep supervisors informed of events and activities related to the supervisors’ areas of responsibility.
11. Encourage communication between students/parents and the school by establishing and maintaining positive relationships.
12. Budget school time to provide for the efficient conduct of school instruction and business.
13. Supervise the school’s educational program.
14. Lead in the development, determination of appropriateness, and monitoring of the instructional program.
15. Schedule classes within established guidelines to meet student needs.
16. Assist in the development, revision, and evaluation of the curriculum.

17. Supervise the guidance program to enhance individual student education and development.
18. Maintain high standards of student conduct and enforce discipline as necessary, according to due process to the rights of students.
19. Attend school-sponsored activities, functions, and athletic events as well as special events held to recognize student achievement.
20. Maintain and control the various local funds generated by student activities.
21. Supervise the maintenance of accurate records on student progress, attendance, etc.
22. Assume responsibility for student attendance, conduct, health and safety.
23. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, etc.
24. Keep informed of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing mutual concerns with others in the field.
25. Supervise all professional, support, administrative, and non-professional personnel associated with the school.
26. Assist in recruiting, selecting, training, assigning, and evaluating of the school's professional staff.
27. Approve the master teaching schedule and any special assignments for teachers.
28. Induct newly assigned staff members and assist in their development, as appropriate.
29. Evaluate and counsel all staff members regarding their individual and group performance.
30. Set agenda and conduct meetings of the staff as necessary for the proper functioning of the school.
31. Assist in providing in-service orientation and training of teachers as well as informing teachers of administrative procedures.
32. Recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory.
33. Make arrangements for special conferences between parents and teachers as necessary.
34. Assume responsibility for the safety and administration of the school plant.
35. Supervise the daily use of the school facilities for both academic and non-academic purposes.
36. Plan and supervise fire drills and an emergency preparedness program.
37. Assert leadership in times of civil disobedience in school in accordance with established Board policy.
38. Provide an adequate inventory of property within the school's jurisdiction and assume responsibility for the maintenance and security of same.
39. Assume responsibility for the support, implementation and observance of all Board policies and regulations by the school's staff and students.
40. Supervise all activities and programs that are outgrowths of the school's curriculum.
41. Supervise and evaluate the school's extracurricular program.
42. Participate in principals' meetings, negotiations meetings, and other such meetings as are required or appropriate.
43. Serve as an ex-officio member of all committees and councils within the school.
44. Cooperate with college and university officials regarding teacher training and preparation.

45. Respond to written and oral requests for information.
46. Assume responsibility for all official school correspondence.
47. Establish and maintain favorable relationships with individual and local community groups by interpreting Board policies and administrative directives in order to foster understanding and solicit support for overall school objectives and programs.
48. Serve as a member of such committees and attend such meetings as directed by the Superintendent.
49. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
50. Demonstrate effective interpersonal skills.
51. Demonstrate effective oral and written communication skills.
52. Perform all related duties as assigned by the Superintendent.

Summer School Principal

Fulfill all goals and responsibilities listed above that apply to Summer School programs.

Approved: June 17, 2008

Revised: June 24, 2014