

Principal

Three Rivers School District Job Description

Title: **PRINCIPAL**

Qualifications:

1. Master's Degree in School Administration or equivalent
2. Valid Ohio School Principal's Certificate/License required
3. At least three years successful teaching experience; experience as a principal is preferred
4. Be an excellent teacher, have good character and good health, demonstrate good writing and speaking skills; possess organizational ability, leadership skills, school-community relations skills, knowledge of curriculum and principles of instruction; possess working knowledge of state standards and benchmarks; knowledge of Differentiated Instruction preferred.

Reports to: **Superintendent**

Supervise: All teachers and support staff assigned to the building for which the Principal is responsible.

Job Goal(s): To provide educational leadership and management skills which implement the district's educational philosophy, goals, and curriculum in the assigned building.

ESSENTIAL RESPONSIBILITIES:

1. Serves as the educational leader of the school.
2. Carries out all Board of Education policies.
3. Attends all meetings called by the Superintendent.
4. Advises the Superintendent on staffing and curriculum improvements which are needed.
5. Prepares and submits all local, state, and federal reports as directed by the Superintendent. Compiles special reports as directed by the Superintendent.
6. Informs and advises the Superintendent about programs, practices, and problems of the school to which he/she is assigned.
7. Serves as a member of the Superintendent's administrative staff, attends meetings, participates in decision-making, planning and evaluations.
8. Participates in Leadership Team meetings, and such other meetings as may be required.
9. Organizes the school for instruction effectively and economically with the goal of greater district-wide uniformity of practice.
10. Coordinates all instructional and non-instructional activities of the school.
11. Takes an active interest in local, state and national professional organizations in order to promote appropriate professional improvement.
12. Requisitions supplies, texts, equipment, and all other materials necessary to the operation of the school.
13. Delegates responsibility to a member of the faculty when absent from duty in buildings with no assistant principal.

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14. Coordinates the collection, reporting, reviewing, and evaluating of data provided for EMIS.
15. Coordinates and assigns responsibilities associated with the administration of all tests given in the building according to district and state policies.
16. Coordinates the procedures required for North Central Association Accreditation, if applicable.
17. Organizes and supervises the school office staff.
18. Oversees the preparation of reports and supervises the maintenance and use of school and student records.
19. Prepares and administers the school's budget and all specially funded projects.
20. Maintains and controls the various local funds generated by student activities, and accounts for them through use of the bookkeeping system prescribed by state law, working cooperatively with the Clerk-Secretary of Student Activity Funds in applying the bookkeeping system.
21. Oversees the maintenance of the school and facilities. Initiates planning for needed alterations or additions to the facilities with the Superintendent or designee.
22. Provides leadership in establishing educational objectives for the school, plans, and implements curriculum and instructional program.
23. Plans and effects an organizational framework to bring the school's staff, students, facilities and programs together in an educationally effective environment.
24. Promotes positive action toward the realization of school objectives through efficient procedures, extracurricular programs, and the establishment of staff, student, and community committees.
25. Provides educational leadership on matters relating to teaching techniques, innovation, and classroom organization within his/her building.
26. Considers staff requests for teaching assignments.
27. Supervises student scheduling requests.
28. Prepares a master schedule and reconciles conflicts.
29. Supervises the communication of organizational information to staff and students.
30. Fosters good interpersonal relations among staff and students.
31. Works with the Assistant Superintendent/Curriculum Director to implement the Curriculum Development Cycle and related in-service programs.
32. Evaluates and renews the school's educational efforts.
33. Develops methods for evaluating student progress toward stated educational objectives and assists in the periodic review of student reporting procedures.
34. Observes in classes to appraise the school's programs and to evaluate the climate for learning in the school.
35. Provides channels through which students and the community may express their concerns about the school's programs.
36. Works cooperatively with subject area coordinators in the development, evaluation, and revision of the curriculum.

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37. Establishes and enforces procedures regulating student behavior in school that are consistent with Board of Education policies.
38. Establishes disciplinary procedures allowing for due process and the rights of students, with the staff and, when appropriate, with student and parent advice.
39. Familiarizes staff, students and parents with disciplinary procedures.
40. Provides leadership in evaluating the appropriateness and effectiveness of disciplinary procedures, with high standards of student conduct always desired.
41. Hear and acts on referred behavior problems.
42. Determines the classification, promotion or retention of students in accordance with District policies.
43. Directs the planning and supervision of extra-curricular and co-curricular activities.
44. Plans and executes the graduation ceremony in conjunction with the high school secretaries.
45. Plans academic awards ceremonies in conjunction with the high school secretary.
46. Coordinates and assists in the supervision of programs designed to foster the safety, mental, emotional, and physical well-being of the students.
47. Oversees the school's guidance program.
48. Oversees the attendance, conduct, and health of pupils.
49. Oversees the following drills: fire, shelter-in-place, tornado, school, etc. activities, teacher meetings, school exhibits and safety plans and procedures, etc.
50. Provides leadership in establishing programs and activities to foster sound personal relationships among students and between students and staff.
51. Maintains a professional staff capable of fulfilling the school's objectives.
52. Assists the Superintendent in recruiting, interviewing, and evaluating prospective employees and in selecting new staff members from these prospects.
53. Provides the Superintendent with a statement of staff needs, including evaluative recommendations to terminate unsatisfactory personnel.
54. Plans and carries out activities which will increase the competence of the staff.
55. Coordinates and participates in activities which will improve the professionalism of educators.
56. Evaluates teaching performance according to district policy and assists in the determination of goals to improve performance.
57. Administers all Three Rivers School District personnel policies fairly, effective and efficiently.
58. Provides effective communication of the school's vision, mission, and goals to the community.
59. Serves as a liaison between the school and the community.
60. Listens attentively to parent complaints against the school or its staff members and makes serious efforts to resolve such problems.
61. Delegates any of the above listed responsibilities as needed and appropriate.

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ANCILLARY RESPONSIBILITIES:

1. Other Duties as assigned by the Superintendent.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Superintendent.

[BOE approved: May 12, 2009]

I acknowledge receiving a copy of the Three Rivers Local School District **Principal** job description.

Employee signature

Date