

Title of Position: **PK-12 Principal**

Directly Responsible to: Superintendent

Assignment Period:

Principals are scheduled to work teacher days, plus 20 additional days (10 days before school starts and 10 days after it ends.)

Qualifications:

- At least five years of successful teaching and/or school administrative experience.
- Master's degree, preferably with emphasis in school administration.
- Appropriate Colorado administrative certificate or license (or the ability to achieve within one year).
- Demonstrate ability to work with students, teachers, parents and citizens of the community.
- Working knowledge of high school athletics and activities.
- Organizational skills to complete tasks responsibly.

General Description:

- The PK-12 Principal supervises all certified/licensed and classified staff within their school building.

Job Goals:

- Take active leadership in planning, implementing and evaluating instructional and operational programs related to school programs.
- Thorough use of supervisory and administrative skills, promote the total educational growth of each student in the school.
- Maintain the general academic program of education approved by the Board of Education while expanding course offerings especially related to college and career readiness
- Accomplishes all other duties as assigned.

Responsibilities and Duties:

- Study the educational needs of the students served by the school and develop plans for meeting these needs.
- Initiate, design, and implement programs to meet specific needs of the school.
- Supervise the instructional program within the school.
- Supervise the teaching process within the school.
- Implement and supervise the special education program within the school.
- Utilize all resources of the school system and the community in developing the most effective educational program.
- Budget school time to provide for the efficient conduct of school instruction.
- Supervise and evaluate the extracurricular program within the school. Maintain responsibility for the planning, organization and implementation of all school activities.
- Direct the co-curricular program within the school.
- Establish and maintain an effective learning climate.
- Assist in the development, implementation, evaluation and revision of the curriculum.
- Report to the superintendent and the school board regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
- Advise appropriate central office personnel of activities and problems within the school.

Management of Staff Personnel:

- Interpret and implement all Board policies and regulations relating to the proper administrative supervision of the school. Prepare a building faculty handbook.
- According to established procedures, recommend the removal of those teachers and staff whose work performance is unsatisfactory.
- Supervise and evaluate all certificated classified personnel assigned to the school.

- Assist in the recruiting, screening, hiring, training and assigning of certificated personnel.
- Assist in the in-service orientation and training of teachers with special emphasis upon instructional issues designed to improve student achievement.
- Cooperate with college and university officials regarding teacher training and preparation and the assignment of practice teachers.
- Keep abreast of research and developments within the profession by attending professional meetings, reading professional journals and other publications and discussing areas of mutual interest with other professionals.
- Delegate authority to responsible personnel to assume administrative responsibility in the absences of the Superintendent.
- Delegate and assign responsibility to the staff as is appropriate for the proper operation of the school
- Conduct staff meetings as necessary for the proper operation of the school. Conduct meetings to keep staff informed of policy changes, new initiatives, and ways to improve student achievement.
- The building principal may suspend any employee under his/her supervision for good cause subject to review by the superintendent. Any suspension shall be reported to the superintendent before the suspension is implemented.

Management of Students:

- Assume responsibility for the observance of all Board regulations and policies by students within the school. Inform the students of policies and regulations through the preparation and distribution of a student handbook.
- Supervise the guidance program to enhance individual student education and development.
- Supervise the maintenance of accurate records on the progress and attendance of students. Assure district records are kept in a place safe from fire, theft and inappropriate and unauthorized usage.
- Develop methods of evaluating student progress toward stated educational objectives.
- Maintain high standards of student conduct and enforce discipline respecting the due process rights of students.
- Establish guides for proper student conduct and the maintenance of student discipline.
- Assume responsibility for the attendance, health, safety and general well-being of students and staff. Plan and supervise fire drills, tornado drills, and an emergency preparedness program.
- Schedule and attend special events held to recognize student achievement.
- Attend appropriate school-sponsored activities involving the administrator's students for the purpose of interest in the activity and to assume the responsibility for the orderly conduct of the activity.
- Assume responsibility for the classification, promotion, retention and assignment of students.

Management of School Business:

- Coordinate or supervise such support services as maintenance, transportation, security, food services, recreational programs and financial and accounting functions as they affect school operations.
- Supervise the preparation of school reports for the district office. Prepare or supervise the preparation of all reports, records, lists and all other material required by the district administration.
- Assist in the management and preparation of the district budget. Prepare and submit budgetary requests relative to the school and monitor expenditure of funds. Approve requests for purchases and services required by staff.
- Assume supervisor responsibility for the funds generated by various student activities.
- Maintain a complete inventory of all equipment assigned to the school building.
- Assume responsibility for the safety and operation of the school plant.
- Coordinate student body fundraising activities.

Community Relations:

- Act as liaison between the school and the community.
- Interpret and advise on activities and policies of the school and the district to the community and encourage community participation.
- Represent the needs of school and its personnel to the school board and community agencies
- Interpret Board policies and administrative directives.

Professional Expectations:

- Communicate effectively and respectfully with all colleagues and students.

- Exhibit effective time management skills.
- Adhere to the code of ethics of the teaching profession of the State of Colorado. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner.
- Follow Board of Education policies, building procedures, and any other rules, regulations or procedures that may be established by the central or building administration.
- Maintain records necessary for the performance of his/her duties.
- Perform other duties as may be assigned by the building principal, superintendent, and/or school board.

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