



**ADMINISTRATION PERSONNEL - JOB DESCRIPTION**  
**JUNIOR/SENIOR HIGH PRINCIPAL**  
*REVISED & BOARD APPROVED 1/9/2023*

**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

**It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.**

**NATURE OF POSITION**

- A. Chief administrator of the assigned building.
- B. Perform such duties as are required by law and by the rules and regulations set forth by the Board of Trustees and the Superintendent.
- C. The term of employment is for two hundred and seven (207) days. The date for reporting to be set by the Superintendent.
- D. Salary to be negotiated with Superintendent and Board of Trustees
- E. The School Principal shall be entitled to fringe benefits as negotiated with the Superintendent and Board of Trustees.

**ESSENTIAL FUNCTIONS**

- A. Develops and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.
- B. Monitors classroom instruction and evaluates performance of teachers and professional staff.
- C. Supervises, oversees, and evaluates performance of clerical, cafeteria, janitorial staff, and other classified employees to maintain quality support services.
- D. Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.
- E. Develops and maintains good working relations with community organizations and leaders.
- F. Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems.
- G. Acts as liaison between parents and professional staff in operating programs for students with learning disabilities, physical, or psychological limitations, and other special needs.



## Roundup Public Schools

School District No. 55 and 55-H  
12 Main Street  
Roundup, Montana 59072

- H. Maintains a visible presence in the building to enforce safety and security standards for students and faculty.
- I. Works with staff to prepare yearly budget requests and monitors spending to conform to budget restrictions.
- J. Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.
- K. Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.
- L. Responsible for control and discipline of students.
- M. Assist the Superintendent in the assignment, evaluation, transfer, hiring, or dismissal of school employees, and to prepare comprehensive personnel evaluations to the Board of Trustees.
- N. Report to the Superintendent on exceptional cases of discipline.
- O. Conduct emergency drills and maintain the safety of the children according to the school district policies and state law.
- P. Maintain responsibility for the over-all supervision of the extra-curricular and co-curricular programs of the school.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **QUALIFICATIONS**

- A. Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- B. Ability to write reports and business correspondence.
- C. Ability to effectively present information and respond to questions from staff, parents, and the general public.
- D. Ability to establish and maintain effective working relationships with students, staff, and the community.
- E. Ability to communicate clearly and concisely in both oral and written form.
- F. Excellent organizational skills to provide effective administration.
- G. Ability to handle stressful situations.
- H. Ability to maintain confidentiality of employment and student matters.
- I. Ability to effectively manage time and responsibilities.
- J. Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the junior senior high school.

### **EQUIPMENT USED**

A variety of electronic and technology devices, copier, fax, telephone/voice mail.



**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift form one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within in job description 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 the essential functions.*