

**JOB TITLE: Bldg. Principal – Sr. High**  
**REPORTS TO: Superintendent**

**DEPARTMENT: Administration**  
**FLSA STATUS: Exempt**

**SALARY SCHEDULE: Certified Administration**  
**POSITION SCHEDULE: 12 month**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **POSITION SUMMARY**

Directs and coordinates educational, administrative, and counseling activities of the school by performing the following duties personally or through subordinate staff. Ensures that all students acquire the grade level skills set forth by Missouri Department of Education and Hillsboro R-3 curriculum.

## **ESSENTIAL DUTIES**

- Develops and evaluates educational programs to ensure conformance to state and school board standards.
- Plans and implements the master schedule for his/her division, recognizing the needs of students, strengths, and limitations of staff and facilities.
- Monitors and analyzes the school's testing and evaluation programs.
- Confers with teachers, students, and parents concerning educational activities, policies and student behavioral or learning problems in school.
- Directs the preparation of class schedules, cumulative records and attendance reports.
- Assures the safety of students by developing, demonstrating and using proper safety procedures.
- Establishes individual relationships with staff members that focus on the professional development of that staff member.
- Observes the teaching practices used in the school, confronting and remedying inadequate practices and ensuring that practices are in line with school district standards.
- Evaluates school programs, staff, students, facilities and parent involvement.
- Monitors and analyzes the school's testing and evaluates school programs.
- Monitors safety and security programs and ensures adherence to standards.
- Prepares and submits budget requests and recommendations.
- Prepares and submits grant proposals to solicit state and federal funding for his/her instructional division.
- Monitors budget to ensure sound fiscal spending.
- Plans and develops instructional methods and content for educational, vocational, or student activity programs.
- Develops and coordinates educational programs through meetings with staff, review of teachers' activities and issuance of directives.
- Fosters a clean, secure, positive learning environment.
- Handles complaints, settles disputes, and resolves grievances and conflicts.

## **MARGINAL DUTIES**

- Organizes and directs committees of specialists, volunteers and staff to provide technical and advisory assistance for programs.
- Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.
- Requisitions and allocates supplies, equipment, and instructional material as needed.
- Heads and/or participates in faculty and professional meetings, educational conferences, and teacher

training workshops.

- Advocates for new schools to be built, for existing facilities to be repaired or remodeled and directs building maintenance.
- Attends all administrative meetings and serves on school/community committees.
- Teaches classes or courses to students when necessary.
- Shares responsibility for supervision of students in all areas of the school through activities such as monitoring student activity between classes and during lunch and bus duty.

## **EVALUATION AND JOB PERFORMANCE**

- Certified Administrator Evaluation

## **SUPERVISORY RESPONSIBILITIES**

- All personnel assigned to that school.

## **QUALIFICATION REQUIREMENTS**

- Master's degree (M. A.) or equivalent
- 3+ years related experience and/or training; or equivalent combination of education and experience
- Building Administration experience preferred
- Missouri State Teaching Certification – Education Administration

## **PHYSICAL DEMANDS**

- The employee must frequently lift and/or move up to 40 pounds. The employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms and climb or balance.

## **MENTAL DEMANDS**

- Ability to maintain confidentiality; communicate clearly both orally and in writing

## **ENVIRONMENTAL CONDITIONS**

- Exposed to moderate noise levels. May be exposed to loud noise levels while on lunch and bus duty. Regularly exposed to varying inclement outdoor weather conditions while on bus duty.
- This individual may be exposed to potentially hazardous bodily fluids.

## **Signatures:**

\_\_\_\_\_  
**Assistant Superintendent of Human Resources**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Director/Manager/Administrator**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Employee**

**Date:** \_\_\_\_\_

<b>POSITION TITLE: Building Principal 9-12</b>					
Division Location: Senior High School					
Date Completed: 9/25/2017					
Completed by: Dr. Jon Isaacson, Assistant Superintendent I					
Instructions: Based upon a typical workday place a checkmark in the appropriate column.	Never 0 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequently Over 6 hours	Constant
<b>Lifting:</b>					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b>					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Moving\Pushing\Pulling</b>					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Holding with Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Feet for Repetitive Movements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremes of Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremes of Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER CRITERIA: List below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicate requirements for:					
Minimum Acceptable Vision Characteristics:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Color Vision Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Minimum Acceptable Hearing Characteristics:	<input type="checkbox"/> Total loss	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Manual Dexterity Required:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Talking/Speech Characteristics Required:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		