

**East Otero School District R-1
La Junta, Colorado**

J O B D E S C R I P T I O N

Position Title: Principal
Department: Elementary/Jr/Sr High School
Reports To: Superintendent

The job description for Principals in the State of Colorado is established by law: Article 32, 22-32-126. It reads as follows:

22-32-126. Principals – Employment and Authority:

- (1) The Board of Education may employ through written contract public school Principals who shall hold valid Principal Licenses or authorizations and who shall supervise the operation and management of the school and such property as the board shall determine necessary.
- (2) The Principal shall assume the administrative responsibility and instructional leadership, under the supervision of the Superintendent and in accordance with the rules and regulations of the board of education, for the planning management, operation, and evaluation of the educational program of the schools to which he is assigned.
- (3) The Principal shall submit recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school under his/her supervision.
- (4) The Principal shall perform such other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the board of education.
- (5) (a) The Principal or the Principal's Designee shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who receives information under this subsection (5) shall maintain the confidentiality of the information and does not have authority to communicate the information to any other person.

The Superintendent may clarify these duties through additional job descriptions, and through the administrative evaluation process.

Further specified responsibilities are as follows:

***Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty and/or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

Education and/or Experience

Possess a MA or MS degree from an accredited college with a Principal License issued by the Colorado Department of Education, five years of successful teaching experience.

Have the ability to work harmoniously and effectively with teachers, students, parents, and administrators.

Administrative Responsibilities

The Principal shall be responsible for the entire program and activities within his/her school with the primary focus on improving student achievement and shall administer the policies and enforce rules and regulations adopted by the Board of Education.

Line of Authority

Principals are responsible to the Superintendent for the administration of the program of education and for the supervision of all employees within their buildings.

Supervision of Employees

Principals shall be responsible for the assignment of duties to teachers, to student teachers, and to others within their buildings. In making assignments they will seek to keep work-loads equitable and as nearly equal as possible. As leaders in the improvement of instruction, Principals must know the instructional plans of each teacher and give such assistance as will help the teacher to achieve the objectives of instruction.

Principals shall supervise and work cooperatively with custodians, the school nurse, special teachers, the attendance officer, and counselors. Principals shall report at least once each year on the achievement, performance and effectiveness of the work of each person under his supervision.

The Curriculum and the Administrative Council

Principals shall work cooperatively with teachers and others in planning and in adapting courses of study for use in their schools. Principals, together with the Superintendent, shall act as a council to coordinate schools in the district and shall initiate and carry on studies for the improvement of instruction in the district.

Records and Reports

Principals shall be responsible for all reports required by law or by regulations, and shall make reports accurately and promptly. They shall supervise the keeping of all records and registers, whether financial or other, giving such directions as is necessary to insure that records are maintained and kept in the proper manner.

Pupil Accounting

Principals are responsible for the proper maintenance of pupil records including enrollment cards, schedule cards, census card, immunization, school lunch eligibility, and attendance records.

A schedule for making reports shall be provided showing the pupil and personnel reports that are to be made and the date on which reports are due.

Financial Accounting

A) Collections and Disbursements: Monies collected by building administrators are of two types: those from operation of activities and those collected for the district i.e., class fees; supplies or workbooks; sale of textbooks; rentals; shop fees; school lunch; etc.

Collections for the district will be sent to Central Office/Administration to be deposited. Monies deposited will be recorded in other local revenue unless it is abatement to an account for a previous expense in which case it will be deposited to that account.

Collections for activities will be deposited in the building's activity fund and credited to the proper organization. It is essential that a written receipt be issued for each and every transaction involving money.

B) Reports: For accounting purposes, reports on the status of the building activity accounts will be sent to the Bookkeeper at Central Office/Administration at the close of each month.

Pupil Welfare

Principals shall be responsible for the schedule of classes and activities and for classification, promotion, and or retention of pupils. They shall require attendance and proper conduct of pupils. They shall promote and foster conditions, activities and programs for the health and safety of pupils.

Principals shall have authority to make rules and regulations consistent with school policies.

School Grounds, Buildings and Equipment

Principals shall be responsible for the building, grounds, and property under their supervision. They shall make frequent inspections of their buildings and grounds, and notify the Maintenance Department of any repairs needed. They shall require proper use and maintenance of furnishings and equipment in their buildings.

Building rental and use will be controlled by the Principal in accordance with the policies governing building rentals.

Principals will control purchasing which is for the organizations within their schools from activity or non-district revenues. Purchasing in which district funds are involved will be done through Central Office/Administration when the proper documentation is submitted by the Principal, i.e. Authorization for Payment, Local and/or District Purchase Orders.

Evaluation and Research

Principals must take the lead with teachers and others in attempting to measure progress in both teaching and learning. Principals must schedule time to plan how to best to evaluate and to measure progress in learning being made by individual pupils, and how best to measure the effectiveness of teaching procedures being employed by individual teachers. Time in teacher’s meetings should be devoted to student achievement issues and maintenance of a continuously improving school.

Public Relations

Principals shall take the lead to inform the patrons and the public of the aims, accomplishments, and needs of their schools. In addition to news releases, radio programs, report cards, and other media of communication, it is urgently necessary to establish and support parent groups who are interested in the program and the needs of the school.

Principals must advise and confer with teachers on the proper relationship to be established with parents and patrons.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee may be:

- Regularly required to stand, walk, and sit.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Occasionally required to lift and/or push up to 50 lb.
- Required to use close vision, distance vision, and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate.

Terms of Employment and Evaluation

- A 10.5-month school year contract, 181-day contract (166 required working days, and 15 days subject to flexible schedule).
- Salary and fringe benefits to be determined by the Board of Education as indicated on the adopted Administrator Salary Schedule.
- An annual performance evaluation to be completed by the Superintendent according to board policy.

Signature of Employee _____ **Date** _____

Revised 4/2002
Revised 1/2010
Revised 5/2012
Revised 6/2018

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.