

**Marion C. Early R5 Schools
Principal**

Job Title: Principal
Department: Administration
Reports to: Superintendent
Classification: Exempt

Summary

The principal is the instructional leader for his or her building and is responsible for the daily operation of the building.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

- An individual who holds this position is responsible for:
- Promote success of all students.
- Provide impetus for continuous improvement in instructional techniques; assure curriculum goals/objectives are successfully addressed; and expect that students are engaged in purposeful, high quality learning activities.
- Assume responsibility for the supervision and administration of personnel, schedules, programming, and operations in the school building.
- Assure teaching and learning are focused on the agreed academic standards.
- Utilize multiple sources of data to determine student, staff, and facility needs.
- Advocate and sustain a school climate conducive to high-quality teaching and learning.
- Provide focused, professional development activities specific to the needs of the students and staff.
- Provide for the selection, induction, and purposeful, continual, professional development for new staff.
- Set an example as a servant leader by modeling and promoting positive interpersonal relationships and communicating effectively with students, staff, and community members.
- Ensure student discipline is fair, consistent, within policy guidelines, and focused on effecting appropriate student behavior.
- Complete performance evaluations of staff and recommend employment for employees under his/her supervision.
- Communicate district and school vision, as well as expected standards of performance.
- Exhibit leadership skills which support positive educational change for the purpose of increasing student achievement.
- Provide appropriate financial oversight of building resources and programs.
- Demonstrate ethical, effective decision making and problem solving practices.
- Develop a three-to-five-year plan to address student, staff, and facility needs.
- Prepare and present building improvement plans and program evaluation reports

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- to the Board of Education.
- Continue personal, professional development and participate in appropriate professional and civic organizations/activities.
 - Seek to actively involve parents and community members in school activities and programming.
 - Attend Board of Education meetings.
 - Model positive work habits and utilize effective organizational strategies.
 - Assume responsibility for school activities that occur outside of the school.
 - Understand school laws, policies, MSIP standards and guidelines, and MAP components.
 - Prepare student and faculty handbooks containing pertinent policies and regulations.
 - Responsible for the systematic coordination of curriculum development, curriculum articulation, curriculum revision, and educational programming.

Supervisory Duties

Has supervisory responsibility over all building staff.

Qualifications

Education

Master's degree or higher in educational administration

Certificates, Licenses, Registrations

Valid Missouri principal's certificate for the appropriate grade levels

Clearance on background check that is satisfactory to the Senior Administration.

Ability to supervise and evaluate teachers.

Knowledge of curriculum, instruction, and evaluation. Possess positive character traits that are student-centered.

Possess ability to interact and communicate effectively with others.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Present information to staff members, other administrators and the Board of Education

Respond to common questions and complaints

Interview students and staff

Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes

Write newsletter articles, staff memos and ordinary business correspondence

Keep information confidential when required by law, policy or a particular situation

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions

Technology

Basic computer word processing, spreadsheet and research skills

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Ability to access and create reports using the district's student information software

The physical demands described here 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 essential functions.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time.

Hearing

Must be able to hear a conversation in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outside in rain and snow and temperatures below freezing and above 100 degrees to perform such tasks as loading and unloading students from district transportation, recess and athletic contest. The individual who holds this position is frequently required to work irregular or extended hours.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.