

## **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:

Supervision of instruction

Evaluation of staff

Training of staff

Making hiring recommendations to the Board

General supervision of students

Supervision of student activities and events

Implementation of the professional development plan

Maintaining building records

Preparation and management of the building budget

Creation and update of student handbooks

Positive interaction with students

Administration of student discipline

Motivation of staff

Administration of meal service and the free and reduced lunch program in the building in conjunction with the Food Service Director

An individual who holds this position is expected to attend:

Board meetings

Student activities and events

IEP meetings

### **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

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### **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

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 work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees.

The individual who holds this position is frequently required to work irregular or extended hours.