

Chequamegon School District August 2010

Job Description – Principal

Job Title:	Principal
Department:	Chequamegon School District
Reports to:	District Administrator
Workers Supervised:	Teachers and Support Staff in building
Position Summary:	Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.
<u>Qualifications</u>	
Education:	Masters Degree or higher
Certifications:	State Certified Principal's License
AODA Statement:	The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

Personnel

- Responsible for the assignment and supervision of all school staff.
- Shall evaluate and guide performance of school staff.
- Recommend to the district administrator the staff for re-employment.
- Shall assign responsibilities to administrative personnel.
- Assists in the recruiting, screening, hiring, training, assigning, and evaluating all personnel including professional staff and substitutes.
- Assign and monitor the mentorship program.
- Plan, schedule, supervise, and evaluate all assigned activities.

Communication

- Shall maintain effective communications with all stake-holders.
- Serve as liaison between the district administrator, board of education, and the staff.
- Carry out any other duties as assigned by the district administrator.

Student

- Shall ensure execution of board of education policies and administrative directives.
- Shall serve on M-Team and IEP meetings as required by the director of special education.
- Administration of Infinite Campus software system.
- Establish guides for proper student conduct and maintaining student discipline.

Chequamegon School District August 2010

Job Description – Principal

- Maintain high standards of student conduct and enforces discipline as necessary; according due process to the rights of students involving guidance, suspension, and recommendations for expulsion.
- Supervise arrangements for busing for field trips and other co-curricular activities.
- Administer guide for student conduct on buses and procedure for discipline.
- Direct and monitor safety of students on buses (distribute handbooks, remind students of the rules, etc.).
- Facilitate the building's emergency procedure activities (fire drills, tornado drill, or lock downs).

Leadership

- Shall provide leadership to all staff members.
- Shall have regular meetings with the staff to keep them informed of policy changes, new programs, and the like (SET Team and monthly staff meetings).
- Shall provide support to the staff and coordinate all efforts to meet the objectives of the school district.
- Shall represent the school at all meetings, conferences, state and community, as assigned.
- The principal shall present in-service programs to the high school staff and shall take part in in-service training of the district and keep actively informed in matters from the district administrator and the board of education, Department of Public Instruction, students and legal matters.
- Coordinate the early closing and/or cancellation of school.
- Attend weekly administrative meetings and monthly school board meetings.

Curriculum

- Shall be responsible for all course offerings, textbooks, materials, and instructional matters and present same to district administrator for approval.
- Shall endeavor to develop the curriculum to meet the needs of the school district and present the curriculum recommendations to the district administrator.
- Shall lead in the development, determination of appropriateness, and monitoring of the instructional program.
- Present to the district administrator periodic analysis of operation; school programs, staff evaluations, and student achievements.
- Develop and attain yearly administrative goals.
- Responsible for the school master schedule.

Chequamegon School District August 2010
Job Description – Principal

Finance

- Prepare the budget for the district administrator’s approval.
- Coordinate the Ann Marie Foundation Grant Program.
- Countersign all invoices, maintain a record of purchases, and issue local purchase orders.

Community

- Organize and administer the public relations program for the school.
- Responsible for news releases and stories regarding all phases of high school operation.
- Serve on a variety of district and community committees as requested by the district administrator.

Professional Development

- Attend professional development conferences, workshops, and conventions.

Essential Requirements

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Monitoring – Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

Speaking – Talking to others to convey information effectively.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Instructing – Teaching others how to do something.

Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

Time Management – Managing one’s own time and the time of others.

Knowledge

Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Chequamegon School District August 2010

Job Description – Principal

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Personnel and Human Resources – Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Communications and Media – Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Competencies

Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.

Performing Administrative Activities – Performing day-to-day administrative tasks such as maintaining information and processing paperwork.

Chequamegon School District August 2010

Job Description – Principal

Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.

Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.

Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Coordinating the Work and Activities of Others – Getting members of a group to work together to accomplish tasks.

Guiding, Directing, and Motivating Subordinates – Providing guidance and direction to subordinates, including setting performance standards, and monitoring performance.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date