

Principal – Intermediate School
School District Position Description

Position Title: Principal - Intermediate School
Department: Building
Reports To: Assistant Superintendent

SUMMARY:

Provides instructional leadership to staff including: curriculum planning, review and implementation and professional development. Responsible for building administration and the safety and welfare of both students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes. Completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students. Supervises extra curricular activities.
- Evaluates performance of teachers, program and staff. Provides in-service training to teachers as needed.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable funds.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school.
- Maintains current information on legal / financial developments of educational legislative reforms.

Acknowledged _____

Date _____

- Supervises staff attendance and assignment of substitute teachers.
- Reports appropriately to staff and to community

SUPERVISORY RESPONSIBILITIES

Manages over 40 employees in the Intermediate School . Is responsible for the overall direction, coordination, and evaluation of the Intermediate School. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and students; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

Computer skills desirable, acquaintance with Word Processing, Spreadsheets, PowerPoint, Email, Publishing, SIS reports, SIS Parent Contact Log.

EDUCATION and/or EXPERIENCE: Master's Degree and five years experience in teaching and administration.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Ten+ month employee. Salary to be established by Board of Education.

Acknowledged _____

Date_____