

Job Description of the Principal

AR-2210.1

The principal shall be responsible to and evaluated by the superintendent of schools. The principal shall cooperate and work with other staff members while implementing his or her educational program. The job description of the principal shall include but not be limited to the following:

- I. Keeps the superintendent of schools informed of the school's activities and problems.
- II. Works with various members of the staff on school problems of more than of an in-school nature, such as transportation, special services, and the like.
- III. Establishes and maintains an effective learning climate in the school.
- IV. Programs classes within established board policies, administrative regulations and guides, and available district resources to meet student needs.
- V. Supervises the guidance program to enhance individual student education and development.
- VI. Is in charge of updating courses of study, student handbooks, and course descriptions.
- VII. Establishes guides for proper student conduct and for maintaining student discipline.
- VIII. Initiates, designs, and implements programs to meet specific needs of the school.
- IX. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding, and solicits support for overall school objectives and programs, to interpret school board policies and administrative directives, and to discuss and resolve individual student problems. Serves as the public relations director within his or her program.
- X. Is in charge of setting up parent-teacher conferences and in issuing reports of student progress in his or her assigned area.
- XI. Maintains a record of all discipline cases.
- XII. Orients newly assigned staff members and assists in their development, as appropriate.

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- XIII. Coordinates and supervises such support services as recreational programs, financial and accounting functions (activity account), library activities, etc., as applicable to the assigned program.
- XIV. Directs the extracurricular program. Keeps the activities calendar up-to-date for his or her program (sets up a tentative calendar for the ensuing school year).
- XV. Builds a master schedule for the assigned program and is responsible for the scheduling of the students assigned to his or her program.
- XVI. With the approval of the superintendent of schools sets up a testing schedule for the year and maintains individual, class, and building records of the program.
- XVII. After working with and after consulting with the students, parents, and teachers, the principal shall be responsible for recommending the promotion or retention of students within his or her program. For additional guidelines on student progress, promotion, and retention refer to Policy 5210, Student Progress, Promotion, and Retention.
- XVIII. Implements and supervises the school's special education program as it pertains to the students within his or her assigned program.
- XIX. Prepares or supervises the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration as it pertains to his or her program.
- XX. Participates in faculty meetings, local administrative team meetings, and other meetings as are required or is appropriate.
- XXI. Prepares and submits his or her budgetary requests and monitors the expenditures of funds.
- XXII. Shall work with other school administrators in the coordination of the curricular program in his or her building with the programs of other buildings.

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- XXIII. Attends those school sponsored activities and special events held to recognize the achievement of the students within his or her assigned program.
- XXIV. Cooperates with college and university officials regarding teacher training and preparation.
- XXV. Conducts staff meetings to keep members informed of policy changes, new programs, etc.
- XXVI. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- XXVII. Prepares, maintains, and updates the inventory of equipment, textbooks, and supplies. A copy of this inventory will be made and submitted to the office of the superintendent of schools in June of each year.
- XXVIII. Shall prepare an annual written report for the superintendent of schools covering the activities of the school year in his or her assigned program and shall make recommendations for the future. These recommendations should include building alterations, additions, new equipment, and improvements of the grounds.
- XXIX. Recommends the employment of all teachers assigned directly to his or her program, after consultation with the superintendent of schools. He or she shall work with the superintendent of schools in the selection or replacement of all certificated and classified personnel assigned to his or her program.
- XXX. Evaluates all classroom teachers assigned directly to his or her program. He or she shall also evaluate those classified office personnel assigned to his or her program.
- XXXI. Must be able to deal with stressful situations.
- XXXII. Reports to the superintendent of schools.

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- XXXIII. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- XXXIV. Maintains active relationships with students and parents
- XXXV. Budgets school time to provide for the efficient conduct of school instruction and business.
- XXXVI. Leads the development, determination of appropriateness, and monitoring of the instructional program.
- XXXVII. Maintains and controls the various local funds generated by student activities.
- XXXVIII. Supervises the maintenance of accurate records on the progress and attendance of students.
- XLIX. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
- LX. Assumes responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings; and enrollment in advanced courses.
- LXI. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
- LXII. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- LXIII. Plans and supervises fire drills, tornado drills and an emergency preparedness program.
- LXIV. Serves as an ex officio member of all committees and councils within the school.
- LXV. Serves as a member of such committees and attends such meetings as directed by the superintendent.
- LXVI. Minimum physical activities.

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ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking			X	
Sitting			X	
Bending/ Stooping	X			
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 40# Max.	X			
Carrying 20 ft.		X		

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Manual Dexterity Tasks ¹		X		

¹ Use telephone. Prefer some computer and typing skills.

XXXIV. Minimum educational preparation requirements.

- A. Nebraska Masters in education administration, or equivalent,
- B. Holds a Nebraska administrative certificate with endorsement in area of assignment, or equivalent
- C. A minimum of two years successful experience as a classroom teacher.

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D. Three years successful experience as an administrator preferred.

XXXV. Performs such other tasks and duties as may be assigned.