

**MS/HS Principal
Job Description**

Burrton, USD 369

Purpose: The Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Principal works closely with the community, staff, and administration of the District.

Responsible to: Superintendent of Schools

Supervises: All personnel serving in assigned school(s)

Payment rate: Salary and benefits to be determined by the Board of Education

Qualifications:

1. Appropriate certification for the position.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Work with staff and parents on strategies to assist in continuously improving student achievement and instruction.
2. Provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
3. Establish an optimal learning environment within the school, and respond to the individual educational needs of students.
4. Ensure all school programs and activities conform to District guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community.
6. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Work to implement the vision and mission of the District.
8. Work with technology/computer systems and lead technology initiatives.
9. Supervise, direct, motivate, and correct employees' job performance.

10. Model commitment and dedication to work.
11. Ability to work independently and without supervision, and complete work in an efficient manner.
12. Follows District-established procedures.
13. Performs other duties as assigned by the superintendent.

Physical Requirements/Environmental Conditions:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

General Responsibilities:

1. Initiate, design, and implement educational programs to meet specific needs of the students.
2. Supervise the school's teaching process and ensure teachers are encouraged, and given opportunities to grow professionally and personally.
3. Plan, organize, and direct implementation of all school activities.
4. Participate in selecting new faculty members whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Establish and maintain an effective learning climate in the school.
6. Ability to program classes within established guides to meet student needs and to take best advantage of faculty expertise.
7. Supervise the guidance program to enhance individual student education and development.
8. Observe all school District policies for proper student conduct and maintaining student discipline.
9. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
10. Orient newly assigned staff members and assist in their development.
11. Operate an ongoing program of staff development designed to help teachers stay current on developments in their fields and in education.
12. Involve teachers in the design and implementation of school policies/practices in order to take advantage of the collective expertise of the faculty.

13. Coordinate and monitor the direction of the school's athletic and extracurricular activities with the Athletic Director to ensure high quality learning experiences for involved students.
14. Evaluate and counsel all staff members regarding their individual and group performance.
15. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
16. Participate in leadership meetings as required.
17. Prepare and submit the school's budgetary requests and monitor expenditures of funds.
18. Maintain and control the various local funds generated by student activities.
19. Cooperate with college and university officials regarding teacher training and preparation.
20. Inform faculty and staff of policy changes and new programs.
21. Keep superintendent informed of the school's activities, problems and successes.
22. Keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
23. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
24. Perform other tasks and assume other responsibilities as assigned by the Superintendent.
25. Follow and encourage appropriate chain of command when handling situations.
26. Complete all required reports in a timely manner.

Terms of Employment: 10.5 Month Contract

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.