

Cottonwood Joint School District No. 242

Principal Job Description

QUALIFICATIONS:

1. Must have a valid Idaho Principal's Certificate endorsed for the appropriate attendance area.
2. Degrees and areas of study as required by Idaho Certification Standards.
3. Prior experience as a Principal is desirable.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: The Superintendent and indirectly to the Board of Trustees.

SUPERVISES: All certificated and classified staff who works in the school for which the Principal is responsible.

All students and student activities in the school for which the Principal is responsible.

Other personnel and/or facilities as determined by the Board or the Superintendent.

JOB GOALS: To be accountable for the proper and efficient conduct of classroom teaching in his/her school which will meet the individual and collective needs of the particular student enrolled.

To maintain standards of excellence in the instructional programs so that each student derives the greatest personal and academic benefit from the learning experiences.

To be accountable for the improvement of instruction in his/her school.

To conduct observations and evaluations of staff members for the purpose of improving job performance.

To conduct and oversee extra-curricular programs and activities outside the normal classroom which will educationally valuable opportunities for all students.

To maintain an acceptable level of student conduct in school and at all school activities.

To promote school-home and school-community relations in all matters pertaining to his/her school.

PERFORMANCE RESPONSIBILITIES: The Principal will:

1. Implement the district's prescribed curriculum through progressive planning and class scheduling. Enforce the procedures of the district, the State Superintendent of Public Instruction and the State Board of Education, taking into due consideration individual differences among students, and maintaining and rendering appropriate records and reports.

2. Maintain good order and discipline in school buildings, on playgrounds and at all student activities at all times.
3. Hold students accountable for any disorderly conduct at school or during school activities.
4. Require excuses from parents of minor students in cases of absence, tardiness or early dismissal.
5. Give careful attention to the maintenance of a safe and healthful atmosphere in the classroom, hallways and playgrounds.
6. Give careful attention to the safety of students in the school and at all school activities.
7. Provide for the evaluation of each student's growth and development and make periodic reports to parents and the superintendent.
8. Supervise and evaluate all staff assigned to his/her building(s).
9. Make recommendations to the superintendent concerning appointment, assignment, promotion, transfer, probation and dismissal of all staff assigned to his/her attendance area.
10. Submit recommendations to the superintendent regarding fiscal needs required to maintain and improve the instructional program for his/her attendance area and follow district policy for requisitioning and purchasing supplies and equipment.
11. Maintain an inventory of supplies, equipment and teaching materials within the school.
12. Ensure that provisions of the collective bargaining agreement are being followed.
13. Maintain effective communications with students, parents and staff.
14. Hold regular staff meetings to promote understanding and coordination of school directives, to coordinate faculty and student activities and to promote team leadership principles.
15. Promote student council, student government and other student leadership activities in the school.
16. Monitor the expenditures of all district and student body funds.
17. Oversee all extra-curricular activities for the assigned attendance area to ensure that proper supervision and guidance is being maintained and that all rules and regulations governing each activity are being followed.
18. Take steps to maintain the equipment, facility and ground of the school plant.
19. Other such tasks as assigned by the superintendent or School Board.

TERMS OF EMPLOYMENT: Employment will be for a period of 210 days per year with salary and benefits as set by the Board of Trustees.

EVALUATION: Performance of school principal will be made by the superintendent in accordance with Board policy.