

PRINCIPAL JOB DESCRIPTION

Qualifications:

1. North Dakota Teachers License and Principal Credential EP02
2. Such alternative to the above qualification as the Board may find appropriate and acceptable.

Reports to: Apple Creek School Board

Supervises: Directly or indirectly, teaching staff, aids and administrative assistant(s)

Evaluation: Is evaluated by Apple Creek School Board.

Job Goals: To provide leadership in developing and maintaining the best possible educational programs and services.

Further, to oversee and administer the use of district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding concern for the impact on each individual student's education.

Performance Responsibilities:

1. Relationship with School Board

- a. Attends and participates in all meetings of the Board or arranges for a representative to be present for the meeting.
- b. Communicates openly with the Board concerning programs, practices, and problems of the school.
- c. Make administrative decisions within the school necessary to the proper function of the School District.
- d. Prepares and submits to the Board recommendations relative to matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- e. Supervises the effective administration of federal, state, and local constitutional or statutory laws, state regulations, and Board policies.

2. Recruitment/Retention of Teaching Staff (Licensed and Non-licensed)

- a. Reviews applications and nominates for interview the best-qualified and most competent teachers.
- b. Participates in the interview process or arranges for a representative to be present in the interview process.
- c. Ensures teaching staff meet all requirements for accreditation standards and are in compliance with the law (e.g. No Child Left Behind).

3. Relationship with Students and Parents

- a. Prescribes rules for the classification and advancement of students in accordance with Board policy.
- b. Receives, investigates, and acts on complaints and concerns expressed by students and parents.
- c. Participates in all Individual Education Plan (IEP) meetings of students of the District.
- d. Ensures that Parent/Teacher conferences are conducted in an efficient manner and the teaching staff is available for Parents to meet with.

4. Supervision of Licensed and Non-licensed Teaching Staff

- a. Communicates all actions of the Board relating to personnel matters to all teaching staff.
- b. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the school.
- c. Supervises methods of teaching, pupil supervision, and administrative personnel in the school, including the evaluation of teaching staff according to law and other staff according to school policy.
- d. Encourages continued self-improvement of all teaching staff, including self.

5. Identification and Implementation of School Board Policy Needs

- a. Advises the Board on the need for new or revised policies and sees that policies of the Board are implemented.
- b. Acts at principal's discretion if action is necessary in any matter not covered by Board policy; reports such action to the Board as soon as practical; recommends policy in order to provide guidance in the future.
- c. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
- d. Submits to the Board a clear and detailed explanation of any proposed procedures, which would involve either departure from established policy or interpretation of new policy.
- e. Ensures the school meets and maintains Accreditation Standards.

6. Financial Management Skills (including Implementation of Budget)

- a. Establishes and maintains efficient procedures and effective controls for expenditures of school funds in accordance with the adopted budget, subject to directions and approval from the Board.

- b. Submits to the Board a clear and detailed explanation of the proposal of any expenditure outside of the normal routine.

7. Educational Leadership (including Philosophy, Curriculum Development, and Staffing)

- a. As chief school executive, administers the development and maintenance of a positive education program designed to meet community needs and carry out Board policies.
- b. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for schools.
- c. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the school. Presents recommended school calendar to the board for approval.
- d. Together with the staff, studies and revises all curriculum guides and courses of study on a continuing basis.
- e. Conducts a periodic audit of the total school program; advises the Board on recommendations for education advancement of the school.
- f. Keeps informed of modern education thought and practices by advanced study, by visiting school systems elsewhere, by attending education conferences, and by other appropriate means; keeps the Board informed of trends in education.

8. Effective Records Management (including all records required by law)

- a. Files, or causes to be filed, reports required by state or federal law and accepts responsibility for accuracy.
- b. Maintains directly, or through delegation, pupil accounting records as required by law and/or Board policy.

9. Supervision of Building and Grounds, Transportation and Student Safety

- a. Makes recommendation with reference to school improvements, alterations, and changes in the buildings and equipment of the District.
- b. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
- c. Recommends to the Board disposal of all property no longer required by the District.
- d. Makes recommendation to the Board concerning transportation of students in accordance with laws and safety requirements.

- e. Prepares crises and disaster plans for the district with input from staff, law enforcement, and other appropriate person; oversees implementation including practice drills.
- f. Takes reasonable steps to ensure security of school equipment, buildings and grounds is safeguarded.
- g. Ensures that proper discipline techniques are being implemented.
- h. Takes reasonable steps to ensure the Safety of Students is of the utmost importance during school hours.

POLICY ADOPTED: 25 Apr 05
POLICY AMENDED: 11 Aug 09