

## PRINCIPAL

**Qualifications:** Holds a NY State Administrative Certificate (SAS, SBL, or equivalent) and a Master's Degree from an accredited college or university. Demonstrates exemplary leadership and organizational skills and initiative. Displays integrity and strong moral character

**Reports To:** Superintendent

### **Essential Job Function-Distinguishing Features of the Class:**

The Principal serves as the educational leader of the school, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe, child-centered learning environment that meets and exceeds the State Core Curriculum Content Standards and follows the approved curricula and directives of the school. Achieving academic excellence requires that the Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

### **Performance Responsibilities-Typical Work Activities:**

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsible behavior.
2. Guarantee a research-based program of curriculum and instruction supported by and integrated with an appropriate array of research-proven supplemental strategies.
3. Engage in school-based leadership and decision making supported by parents, staff, and community members to ensure a comprehensive plan with annual student achievement targets.
4. Support and ensure an infusion of educational technology.
5. Provide a safe school environment and school security program conducive to learning.
6. Coordinate resources for comprehensive student and family health and social services.
7. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values, and goals of the school and district, including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations. Ensure compliance with all laws, administrative codes, Board policies and regulations.
8. Lead school level planning processes to ensure the development, implementation, and evaluation of all school programs and activities.
9. Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional

strategies and materials consistent with research on learning and child growth and development.

10. Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
11. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
12. File all required reports regarding violence, vandalism, attendance, and discipline matters in a timely manner.
13. Establish a professional rapport that earns the respect of students and staff.
14. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
15. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
16. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
18. Organize and nurture an effective leadership team of assistants and supervisors with clear expectations for role, responsibilities, and performance, holding each individual accountable for the area of assignment.
19. Provide opportunities for effective staff development that address the needs of the instructional programs and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
20. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary for the proper functioning of the school.
21. Provide information to staff, students, and parents as necessary, and establish and follow procedures for dealing with the media. Notify the Superintendent immediately of any unusual circumstances.
22. Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, bus loading and unloading, athletic events, and cafeteria.
23. Maintain visibility with students, staff, parents, and the community and attend school and community functions regularly to demonstrate a genuine interest in the students and staff.
24. Organize and maintain a public relations system for the school that consistently celebrates and informs parents and the community of the accomplishments of students and staff. The information provided should solicit community and parental support and understanding of the programs and services of the school.

25. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the students in the school.
26. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate attendance records. Promptly answer correspondence.
27. Communicate with the Superintendent regularly about the needs, successes, and general operation of the school.
28. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
29. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
30. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
31. Perform any duties that are within the scope of employment and certifications as assigned by the Superintendent and not otherwise prohibited by law or regulation.
32. Adhere to New York State school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
33. Performs other duties as assigned by the superintendent of schools.

**Terms of Employment:** 12 month position

**Evaluation:** Performance is evaluated by the Superintendent

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.