

Responsibilities, Duties and Qualifications

Definition

Under general direction from the superintendent, the principal has the primary authority and responsibility for the overall operation and maintenance of a local school administrative unit.

Distinguishing Characteristics

Serves as the chief administrator of an administrative unit of the district. Has the delegated authority and responsibility for the specific details of the unit's operation. Considerable use of independent judgment and decision making is required in matters not having established procedures, regulations or policies.

Duties include but are not limited to:

1. Interviews and recommends the employment of building staff to the superintendent;
2. Evaluates and recommends promotion, demotion, contract extension, contract non-extension, contract renewal or non-renewal, dismissal, discipline and transfer of staff;
3. Plans, organizes and implements a program of facilities and grounds maintenance;
4. Organizes, implements and evaluates a program of curriculum and instruction;
5. Assists with the creation and development of short- and long-term educational goals and competencies;
6. Assigns, directs and supervises building staff;
7. Develops and maintains a systematic procedure for the expenditure and accounting of school-related funds;
8. Participates in the development of the district's annual budget;
9. Establishes and maintains an accurate inventory of school supplies and equipment;
10. Serves as a liaison among the district staff, students and patrons;
11. Prepares student, staff and parent handbooks to accurately express the school program and its procedures, regulations and policies implemented to meet goals;
12. Establishes and maintains a program of staff, student and parent communication to assure effective transmittal of appropriate information relevant to educational programs;

13. Serves on committees and fulfills other assignments as delegated by the superintendent;
14. Interprets and implements Board policy and administrative rules;
15. Coordinates the school's student personnel services;
16. Coordinates extracurricular activities.

Qualifications

The principal will demonstrate knowledge of:

1. Current methods and procedures for school management;
2. Laws, rules, policies and trends regarding school management;
3. Educational curriculum concepts and instructional techniques;
4. Learning theory and human psychology;
5. Evaluation and appraisal techniques;
6. Management team concepts;
7. Communication techniques.

The principal will demonstrate an ability to:

1. Provide leadership;
2. Establish and maintain management records and accounts;
3. Communicate effectively;
4. Work independently and make decisions in matters not having precedence or established procedure;
5. Work effectively as part of a management team.

Principal's Experience

1. Demonstrated competency.
2. Three years in education demonstrating promise in management-related skills.

Principal's Education

Completion of course work and/or experience equivalent to that required for the issuance of an Oregon administrative license.