

### **Additional Duties of the Principal**

The principal shall be responsible for the successful completion of the tasks inherent to include, but not limited to, the following programs/areas of interest. An area in the office of the principal contains the documentation pertinent to the programs.

1. Statewide assessment program.
2. Local assessment program.
3. Utilization of common curriculum goals, content and performance standards by grade level/subject area. The principal shall ensure the inclusion of these in weekly lesson plans.
4. School improvement (site councils, etc.).
5. Northwest accreditation compliance.
6. Special education needs.
7. At-risk program.
8. 504 eligible students.
9. Student involvement in the decision-making process (student council).
10. Community involvement in schools.
11. Talented and gifted program.
12. Student/Staff positive recognition program.
13. SOURCE program.
14. Outdoor school program.
15. Oregon together.
16. Tragedy response program.
17. Curriculum committee.

18. Technology committee.
19. Textbook adoption.
20. Oregon School Activities Association (OSAA) participation.
21. Conference participation.
22. Positive public relations.
23. Discipline/Discipline reports for Board.
24. Attendance.
25. Athletic director - desserts, monthly meetings, etc.
26. League administrator monthly meetings.
27. Monthly newsletter information.
28. Academic all-stars.
29. Class night.
30. Attend all Board meetings.
31. Voluntary drug testing.
32. Parent teacher conferences.
33. Parent visitation day.
34. School-to-Work program.
35. Tech prep.
36. Facilitate core teams at middle/high school.
37. Require positive feedback to parents concerning all students.

### **Evaluation**

The successful completion of these tasks shall be assessed annually by:

1. The superintendent.