

Sherman County S. D.

Code: **GAB-AR**
Adopted: 12/10/01

Position: Principal

Qualifications:

Current Oregon Administrative certificate with a principal's endorsement.

Master's degree in the field of education.

Successful teaching experience at the elementary or secondary level.

Service as a principal or comparable administrative experience preferred.

Reports to: Superintendent

Services and Evaluates:

All personnel within building, personnel performing extra duty responsibility and coordinating with other supervisory personnel.

Job Goals:

To use leadership, supervisory and administrative skills so as to promote the educational development of each student

Performance Responsibilities:

Establishes and maintains an effective learning climate within the school.

Programs classes within established guides to meet student needs.

Supervises the guidance program to enhance individual student education and development.

Establishes guides for proper student conduct and maintains student discipline.

Supervises the school's teaching process.

Plans, organizes and directs implementation of all school activities.

Initiates designs and implements programs to meet specific needs of the school.

Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board policies and administrative directives and to discuss and resolve individuals student problems.

Orients newly assigned staff members regarding their individual and group performance.

Prepares or supervises the preparation of report, records, list and other paper work required or appropriate to the school's administration.

Participates in administrative meetings and other such meetings as appropriate.

Prepares and submits the school's budgetary requests and monitors expenditures of funds.

Attends special events held to recognize student achievement and attends school sponsored activities, functions and athletic events.

Maintains and controls the various local funds generated by student activities.

Plans and supervises fire drills and emergency preparedness programs.

Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

Cooperates with college and university officials regarding teacher training and preparation.

Works with various members of the central administrative staff on school problems of more than in school importance.

Conducts staff meetings to keep members informed of policy changes, new programs and the like.

Keeps the superintendent informed of the school's activities and problems.

Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.

Terms of Employment: Salary and work year to be established by the superintendent and the Board.

Evaluation: Performance will be evaluated annually by the superintendent.

Reviewed and agreed to by: _____

Signed by: _____