

Buhl School District #412

Job Description

Administrative

TITLE:

- Principal - Secondary

SUMMARY:

- Provide leadership, supervision, and administrative skills to promote the educational development of each student.

REPORTS TO:

- Superintendent of Schools

SUPERVISORY RESPONSIBILITIES:

- Secondary programs including but not limited to building(s), regular secondary programs, alternative school programs, staff, students and volunteers.

PROFESSIONAL REQUIREMENTS:

1. Valid Idaho Certificate with appropriate endorsement for this position.
2. Previous experience in teaching and/or administration.
3. Organizational and leadership skills.
4. High-level communication skills including individual and group skills in mediation, consensus, and problem solving when working with staff, students and patrons.
5. Strong background in curriculum, supervision, discipline, team building and technology.
6. Knowledge of standard based education.
7. Ability to work under pressure and deadlines.
8. Ability to perform duties in accordance with general educational ethical requirements of the Buhl School District and the State Department of Education

DUTIES AND RESPONSIBILITIES:

1. Supervise the school's instructional process, including the development, revision and evaluation of curriculum.
2. Initiate, design and implement programs to meet specific needs of the school and ensure that the approved curriculum of the district is followed.
3. Establish guides for proper student conduct within the policy established by the Board of Trustees and maintain student discipline following procedural due process.
4. Plan, organize and direct all school activities.
5. Participate in administrative, negotiation, school board, and other meetings as required or appropriate.

6. Keep appropriate personnel (administration, staff and school board) informed of the school's activities and problems. Participates in all other meetings, committees and programs as appropriate.
7. Recommend candidates to the Superintendent to fill vacancies within the school in accordance with district policy.
8. Orient new staff members and assist in their professional growth.
9. Supervise and evaluate all staff members regarding individual and group performances.
10. Establish and maintain favorable relationships with the community.
11. Develop, direct and administer the budgets for all programs in area of responsibility.
12. Process, submit and maintain budget and financial reports, various federal, state, and district required reports.
13. Responsible for the management and preparation of all school funds and/or budgets (including student body funds) keeping a strict account of these funds, reviewing and signing all purchase orders before submitting them to the District Administration office.
14. Plan and supervise fire drills and emergency preparedness programs.
15. Delegate responsible personnel for the supervision of the school in the absence of the principal.
16. Adhere to the Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standard Commission and the State Board of Education.
17. Any other duties that may be assigned by the Superintendent.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this job, the employee frequently stands, walks and sits. The employee may occasionally push or lift up to 50 lbs, such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The employee must be able to attend meetings in the evening and at other locations. The noise level in the work environment is generally moderate. Duties are performed indoors and occasionally outdoors.

COMPENSATION:

1. Yearly contract based on academic calendar as determined by the Board of Trustees. Generally 200-210 days.
2. Comprehensive benefit package.
3. Certain specific assignments may require additional work days (extended contracts) as determined by district administration.

EVALUATION:

- Employee's performance in this position will be evaluated by the Superintendent in conformance with district policy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

AN EQUAL OPPORTUNITY EMPLOYER

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided a copy of this job description.