

- I. TITLE:** **K - 6 Principal**
- II. QUALIFICATIONS:**
1. Meet requirements for a valid Nebraska Administrative Certificate. Must possess a professional or standard administrative certificate.
  2. At least three years successful teaching experience.
  3. Working towards or possess a Masters degree in educational administration.
  4. Such alternatives to the above qualifications as the board of may find appropriate and acceptable.
- III. REPORTS TO:** Superintendent
- IV. SUPERVISES:**
1. Teaching staff and para-professionals working in K-6 buildings
  2. Secretarial staff working in the K-6 buildings
  3. Custodial staff working in the K-6 buildings
  4. Other resource and service personnel while functioning in the K-6 buildings
- V. JOB GOAL:**
- The principal is directly responsible for all student and staff activities occurring in and around the K-6 school buildings. Through leadership the principal sets the tone of the school, the climate for learning, the level of professionalism, morale of teachers, and the degree of concern for what students become. The principal is responsible for the detailed organization of the school, discipline, assignment of staff members, and administration of the instructional program of the buildings. By use of leadership, supervisory, and administration skills, the principal manages the K-6 school so as to promote the educational development of each student. The principal is part of the district administrative team and works cooperatively with the other administrators for the purpose of continuity and effectiveness.

**VI. PERFORMANCE RESPONSIBILITIES:**

Instructional & Curriculum Development:

Goal: The principal is responsible for the development and implementation of instructional programs as determined by the board of education. School district purposes and goals are translated into effective programs. The principal evaluates all instructional programs on a continuous basis and recommends improvements to the superintendent. The principal annually establishes building level instructional and operational improvement plans.

1. Make periodic visitations to all classrooms endeavoring to improve the quality of teaching and evaluate the performance of the teachers.
2. Serve on staff committees, hold membership in professional organizations, attend appropriate conferences and clinics, and become familiar with innovative methods in instruction and curriculum.
3. Is involved in the formulation of categorical instructional objectives.
4. Assist in developing a staff development program with the cooperation of the superintendent that will assist staff in keeping abreast of current practices and theory in education.
5. Encourages staff to involve themselves in professional reading, attendance at clinics and workshops, college classes, and various activities.
6. Periodically review the instructional plans of the staff members and work with the staff

members on improving their planning and instructional skills.

7. Keep the needs of the students foremost in mind when considering staff requests, the curriculum and instructional program.
8. Keep informed of successful and current practices in curriculum development.
9. Commit to a regular program of reviewing current professional periodicals and books which are appropriate to the position as an educational leader.
10. Coordinates building level, special education programs services staff, and policies with curricular requirements, procedures and financial considerations. Attends building level IEP and MDT meetings or delegates when conflicts occur.

#### Personnel Administration:

Goal: The principal is the leader of the instructional staff assigned to the K-6 schools. The principal is involved in selection of teachers and is directly responsible for the supervision and evaluation of staff working in the K-6 schools.

1. Has the authority and responsibility of delegating duties and responsibilities to all members of the professional, secretarial, and custodial staffs working in the K-6 schools.
2. Assists the superintendent in selecting, screening, and interviewing new teachers and staff.
3. Supervises in conjunction with the superintendent non-certified employees assigned related duties to the K-6 schools.
4. Works with the superintendent in assigning staff members to teaching positions and extra duty obligations and shall be responsible for the proper discharge of such duties.
5. Strive to develop a good rapport with staff members and to maintain high staff morale. Be available for conferences regarding student behavior problems, classroom procedures, curriculum interpretations, parental conferences, and other concerns which may affect the staff.
6. Make recommendations through a program of supervision and evaluation regarding staff retention of dismissal.
7. Provides for effective communication within the school by scheduling staff meetings and dispersing regular bulletins.
8. Become thoroughly familiar with school board policies and the administrative procedures of the school district. Be able to converse intelligently about these policies and procedures and give interpretations to members of the staff.
9. Orients and provides close supervision for new staff members, offering them assistance, encouragement, and advice.
10. Be responsible for reporting staff absences and for the securing, assigning, and supervision of substitute teachers.
11. Coordinate transportation for K-6 staff members attendance at conferences, conventions, and seminars.
12. Secures, assigns, and supervises substitute teachers.

#### Students:

Goal: The principal is an advocate for students. Schools exist for students and the principal must work vigorously in the school and community for the best opportunities and programs for students.

1. Develops the master class schedule for K-6 buildings.
2. Promote high standards of student conduct and enforce discipline keeping in mind the student's right to due process.
3. Shall be responsible for student attendance, grades and progress and shall cause accurate records to be kept regarding the same.
4. Shall in cooperation with the superintendent be responsible for developing the general body of rules and regulations under which the student body shall function.
5. Shall assist the athletic director with the general supervision of all student activities scheduled

- outside of the regular school day in and away from school.
6. Shall perform the following class and student scheduling duties:
    - a. review curricular changes with teachers and superintendent which result in schedule changes or staff requirement needs for the district
    - b. set final class schedule
    - c. set final class size
    - d. coordinate class schedule, programs, and staff shared with high school
  7. Be responsible for the general supervision of the lunchroom which may include the assignment of teacher supervision or assistance.
  8. Identify the names and addresses of all pupils, resident and non-resident, and report same to the superintendent.
  9. Conduct fire and tornado drills for student safety.

#### School/Community Relations:

Goal: The principal maintains active and open communications throughout the school community. The principal disseminates information to parents and constituents. The principal responds in a positive manner to questions, concerns, and ideas of members of the community.

1. Be responsible for translating K-6 procedures and policies to the student body, parents, civic organizations, and the community at large.
2. Work with the superintendent in the development of a purposeful and sequential public relations program which will include regular releases to the news media, supervision of school publications, regular communication with parents and patrons, and the maintenance of a comprehensive program of communication with the total staff.
3. Be actively involved in the community and shall participate in various civic and social organizations.
4. Contribute monthly, an article to the school newsletter.

#### General Management & Administration:

Goal: The principal administers the day-to-day functions of the K-6 schools and supervises all related personnel to insure an effective and efficient school operation.

1. Request the necessary budget needs for the principal's office and assist staff in requesting supplies, equipment, repair and textbooks for the K-6 schools.
2. Work with the superintendent in identifying general overall supply and facility needs of the K-6 schools.
3. Consult with the superintendent regarding the annual budget requests by the instructional staff and may be assigned additional responsibilities in determining specific department request.
4. Keep the superintendent informed of the K-6 school's activities and problems.
5. Is responsible for the coordination of all K-6 school activities and events with the master calendar at the high school. Work in cooperation with other administrators to avoid conflicts.
6. Develop and maintain a continuing articulation program with the elementary school.
7. Share with the superintendent the responsibility for the supervision of the general maintenance of the physical plant. This responsibility shall include regular inspections of the premises, both exterior and interior, and report any problems to the head custodian or superintendent so action to correct any problems can be taken.
8. Assure that all school books, supplies, materials, and furniture are cared for properly.
9. Act in the absence of the superintendent in relation to emergency situations and the closing of school.
10. Be responsible for other duties as assigned by the superintendent of school or the board of education.
11. Submit annually to the superintendent two weeks following the close of school a report to the

aspects and status of the K-6 schools.

Special Services:

1. Serves as the director of NCLB for the school by writing the application, conducting the needs assessment, supervising the program, assigning and evaluating staff, and completing the necessary state forms. Works in conjunction with the superintendent in financial and budgeting issues.
2. Serves as coordinator of Special Education Forms for the district by centralizing all student SESIS forms, student files, and general student school records. Works in conjunction with the superintendent in financial and budgeting related issues.

All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**        **Regular and reliable attendance is an essential function of the job.**

**TERMS OF EMPLOYMENT:**    A 10 month contract (210 work days) will be in effect for the K-6 principal. Salary and work year to be determined by the board of education.

**EVALUATION:**                Performance of this job will be evaluated annually in accordance to this job description and provisions of the board's policy for the evaluation of the principal.