

QUALIFICATIONS AND DUTIES OF SCHOOL PRINCIPAL

TITLE: School Principal

QUALIFICATIONS:

1. Certification as required by the State of Wisconsin.
2. Minimum of 5 years teaching experience desired/preferred.
3. Any other qualifications/alternatives the Board may deem necessary or desirable.

REPORTS TO: District Administrator

GENERAL FUNCTIONS:

The School Principal, under the supervision of the District Administrator, has the responsibility for the organization, administration and supervision of their assigned school. The School Principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the District Administrator and the Board of Education and in accordance with the laws of the State of Wisconsin.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The School Principal shall:

1. Establish and maintain an effective learning climate in the school.
2. Initiate, design and implement programs to meet specific needs of the school.
3. Keep the District Administrator informed of the school's activities and problems.
4. Prepare and submit the school's budgetary requests to the District Administrator and monitor expenditure of funds.
5. Supervise the preparation and maintenance of all required building records and reports.
6. Interpret and enforce all Board policies and administrative rules.
7. Maintain active communication with parents/guardians and students.
8. Develop, revise and evaluate the school curriculum in cooperation with the Curriculum Coordinator.
9. Attend special events held to honor student achievement, and attend school-sponsored activities and functions.

10. Supervise the maintenance of accurate student progress and attendance records.
11. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state and national meetings and through enrollment in advanced courses of study.
12. Supervise the school's teaching process.
13. Develop the master teaching schedule and any special assignments.
14. Make necessary arrangements for special conferences between parents/guardians, teachers, counselors, etc.
15. Assume responsibility for the safety, security and administration of the school plant.
16. Assume responsibility for the daily use of the school facilities for both academic and non-academic purposes.
17. Plan and supervise fire drills, tornado drills and the general emergency preparedness plan.
18. Supervise and evaluate all activities as assigned that are an outgrowth of the school's curriculum.
19. Participate in all administrative team meetings, negotiations committees (as requested) and Board meetings.
20. Serve as a member of such committees and attend such meetings as directed by the District Administrator.
21. Perform other professional duties as assigned by the District Administrator.

EVALUATION:

Performance of this job, will be evaluated annually by the District Administrator in accordance with the Board's policy on evaluation of administrative staff members.

LEGAL REF: Sections 118.24 Wisconsin Statutes
121.02 (1)(a)(q)

PI 3, Wisconsin Administrative Code

PI 8.01(2)(q)

Adopted by the Board of Education on October 27, 1997

Revised by the Board of Education on January 15, 2007