

# **303.05R1 Job Description of the School Principal**

Friday, August 11, 2023

## **JOB DESCRIPTION OF THE SCHOOL PRINCIPAL**

The school principal shall be responsible to and evaluated by the superintendent of schools. The job description of the school principal shall include but not be limited to the following:

- I. Keeping the superintendent of schools informed of the school's activities and problems.
- II. Working with educational staff on school problems of more than an in-school nature, such as transportation, special services, etc.
- III. Establishing and maintaining an effective learning climate in the school.
- IV. Programming classes within established board policies, administrative regulations and guides, and available district resources to meet student needs.
- V. Supervising the guidance program to enhance individual student education and development.
- VI. Developing and maintaining the cumulative records for each student. Is responsible for overseeing and maintaining the security of these records.
- VII. Sending out and collecting student transcripts as students move into or out of his or her building.
- VIII. Updating courses of study, student handbooks, and course descriptions.
- IX. Establishing guides for proper student conduct and for maintaining student discipline.
- X. Initiating, designing, and implementing programs to meet specific needs of the school.

XI. Establishing and maintaining favorable relationships with local community groups and individuals to foster understanding, and soliciting support for overall school objectives and programs, interpreting school board policies and administrative directives, and discussing and resolving individual student problems. Serving as the public relations director for his or her elementary and secondary programs.

XII. Setting up parent-teacher conferences and issuing reports of student progress.

XIII. Maintaining a record of all discipline cases.

XIV. Orienting newly assigned staff members and assisting in their development, as appropriate.

XV. Coordinating and supervising such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, etc., as applicable to the building site.

XVI. Keeping the activities calendar up-to-date (setting up a tentative calendar for the ensuing school year).

XVII. Building a master schedule for the elementary/ secondary programs and is responsible for the scheduling of the elementary/secondary students.

XVIII. Setting up a testing schedule for the year and maintaining individual, class, and building records of the testing program.

XIX. After working with and after consulting with the students, parents, and teachers, the school principal shall be responsible for recommending the promotion or retention of students within the elementary and secondary programs. For additional guidelines on student progress, promotion, and retention refer to Policy 611.02.

XX. Implementing and supervising the school's special education program as it pertains to the students within the school district.

XXI. Preparing or supervising the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration as it pertains to school district's elementary and secondary programs.

XXII. Participating in district administrative meetings, and other meetings as are required or is appropriate.

XXIII. Preparing and submitting his or her elementary and secondary budgetary request and monitors the expenditures of funds.

XXIV. Coordinating the school district's elementary and secondary curricular programs.

XXV. Attending those school sponsored activities and special events held to recognize the achievement of the school district's elementary and secondary students.

XXVI. Cooperating with college and university officials regarding teacher training and preparation.

XXVII. Conducting staff meetings to keep members informed of policy changes, new programs, etc.

XXVIII. Keeping 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.

XXIX. Preparing, maintaining, and updating the inventory of equipment, textbooks, and supplies. A copy of this inventory will be made and submitted to the office of the superintendent of schools in June of each year.

XXX. Preparing an annual written report for the superintendent of schools covering the activities of the school year and shall make recommendations for the future. These recommendations should include building alterations, additions, new equipment, and improvements of the grounds.

XXXI. Recommending for employment all teachers assigned directly to school district's elementary and secondary program, after consultation with the superintendent of schools.

XXXII. Evaluating all classroom teachers. He or she shall also evaluate those classified office personnel assigned to support the work of the elementary and secondary programs. He or she shall be responsible for evaluating custodial personnel directly assigned to the elementary and secondary programs, but will

consult with the superintendent of schools in performing these evaluations.

XXXIII. Demonstrating an effective and articulate use of the English language in both oral and written communications.

XXXIV. Performing such other tasks and duties as may be assigned.

XXXV. Minimum physical activities:

	SELDOM	OCCASIONAL	FREQUENT	CONSTANT
	0-10%	11-35%	36-65%	OVER 65%
Standing		X		
Walking			X	
Sitting			X	
Bending\				
Stooping	X			
Reaching\				
Pulling		X		
Climbing	X			
Driving	X			
Lifting				
30# Max.		X		
Carrying				
20 ft.		X		

Manual

X

Dexterity Tasks

<sup>1</sup>Use telephone. Computer and typing skills required.

XXXVI. Minimum educational preparation requirements.

A. Nebraska Masters in Education Administration or equivalent.

B. Holds a Nebraska administrative certificate with endorsement in area of assignment or equivalent.

C. Must have a minimum of two years successful classroom teaching experience.

XXXVII. Must be able to deal with stressful situations.