

PRINCIPAL

AD10

QUALIFICATIONS:

Shall have a minimum of four years of successful classroom teaching experience prior to appointment as Principal.

Shall have obtained a Master's degree from an accredited institution which prepares him/her for the educational leadership and administrative duties required.

Shall qualify for the Colorado School Administrator License.

TERMS OF EMPLOYMENT: Annually as approved by the Board of Education.

DUTIES AND RESPONSIBILITIES:

- The principal shall be the chief administrative head of the school to which assigned and is directly responsible to the superintendent for all organization, administration, supervision, and evaluation within the building, and shall keep the superintendent fully informed about all activities and needs of the school.
- To enforce state and local school district regulations and file all required reports and with appropriate staff make additional rules which are consistent with board policy.
- To have charge of all building records and make accurate reports thereon as required by the superintendent.
- To be responsible, in cooperation with the Administrative Assistant, for scheduling of any public use of the buildings assigned for supervision.
- To be responsible for appraisal of the effectiveness of all teachers and special service personnel assigned for supervision.
- Recommend the selection, retention, and dismissal of assigned teachers.
- To be responsible for the general appearance and proper use of assigned property and report promptly any unusual damage.
- To be primarily responsible for the safety of students and personnel, including drills, programs, environment, etc.
- Establish an adequate financial accounting system for all applicable funds and make periodic reports on same to the board.
- To be responsible for administrative coordination with the student personnel services, development of master schedules and general supervision of pupil

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scheduling procedures.

- To review serious disciplinary cases using parent and pupil conferences when necessary, suspensions (up to five days), or recommendations to superintendent on expulsions.
- The ability to articulate personal values and beliefs when asked.
- Conveys high expectations for students, staff and self.
- Develop a yearly instructional management plan specifying goals, objectives, activities and time lines.
- Continue to improve horizontal and vertical articulation and integration of the instructional program.
- Coordinate and monitor the implementation of special programs in the building.
- Observes classrooms on a regular basis and reinforces effective practices and remediates ineffective ones.
- Will use a variety of techniques to identify and resolve problems and makes decisions based on relevant information and existing conditions with staff, students and parents.
- Will be able to communicate effectively with all segments of the school and the community, and welcomes communications from those groups.
- To perform other duties as assigned.

SALARY: Salary shall be determined by the Board of Education.

RESPONSIBLE TO: Superintendent of Schools

EVALUATION: As specified in Policy GCOC and appropriate rules and procedures.

Revised: January 1986
December 2007