

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
PRINCIPAL

ADOPTED: December 10, 1990

REVISED:

Farrell Area School District

303.4. EMPLOYMENT OF PRINCIPAL

1. Job
Description

The principal is the instructional leader of his/her respective building. He/She shall direct all matters relevant to the maintenance of facility, the control and discipline of staff and students as needed, and all matters relevant to the general management of same.

2. Qualifica-
tions

Valid Teacher certification

Masters degree or higher from an accredited college or university with a major in educational administration

SC 1109

Valid state principal's certificate

Five (5) years experience as a teacher

Three (3) years experience as a school principal

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

3. Reports to

Assistant Superintendent

4. Supervises

All personnel serving in assigned school

5. Performance
Responsibi-
lities

1. Studies the educational needs of the communities served by the school and develops plans for meeting them.

2. Exerts leadership in the adaptation of the general program of education approved for the schools to meet the instructional needs of the communities.

3. Directs the activities of school instructional and non-instructional staff members in the performance of their duties.

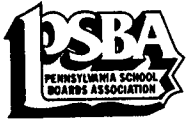
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4. Supervises the instructional staff in the development and implementation of curriculum and student activities.
5. Reports to appropriate central office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
6. Develops a program of public relations in order to further the community's understanding and support of the educational program.
7. Implements Board policies and administrative rules and develops the regulations to enforce same.
8. Prepares such reports as may be required by the Board of Education and Central Office Administrative personnel.
9. Utilizes all resources of the school system and the community in developing the most effective educational program.
10. Consults regularly with all directors, coordinators and all other support staff so that all instructional personnel may receive effective assistance.
11. Orients newly assigned staff members and assists in their development as appropriate.
12. Exerts leadership in the school's athletic and extracurricular activities.
13. Evaluates and counsels all staff members regarding their individual and group performance.
14. Prepares or supervises the preparation of reports, records, lists and all other paper work required to expedite all school requirements.
15. Participates in all meetings as required or appropriate.
16. Prepares and submits the school's budgetary requests and monitors expenditures of funds.

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- 17. Attends special events held to recognize student achievement; attends school sponsored activities, functions and athletic events.
- 18. Maintains and controls the various local funds generated by student activities.
- 19. Cooperates with college and university officials regarding teacher training and preparation.
- 20. Coordinates or supervises all support services such as: maintenance, security, food services, recreational programs, financial and accounting functions, library activities, transportation, special services.
- 21. Oversees the implementation of the school's special education programs.
- 22. Conducts staff meetings to keep members informed of policy changes, new programs and the like.
- 23. Keeps Superintendent informed of the school's activities and problems.
- 24. Keeps 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.
- 25. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's instructional staff.
- 26. Assumes responsibility for the safety and administration of the school plant.
- 27. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
- 28. Maintains high standards of student conduct and enforces discipline in accordance to all federal, state and local laws, policies and regulations.
- 29. Plans and supervises fire drills and an emergency preparedness program.

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6. Terms of Employment
SC 1164

7. Evaluation
Pol. 313

School Code
510, 1109,
1164

Board Policy
313

- 30. Budgets school time to provide for the efficient conduct of school instruction and business.
- 31. Fosters good interpersonal relations among students and staff.
- 32. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- 33. Makes arrangements for special conferences between parents and teachers.
- 34. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.

Twelve month year. Salary and work conditions to be established by the Board.

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

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