

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: **PRINCIPAL**

REPORTS TO: Superintendent

SUPERVISES: Assigned students/staff members

EVALUATION: Formal evaluation by Superintendent using the Kansas Educator Evaluation Protocol (KEEP)

CLASSIFICATION: Exempt

JOB SUMMARY: To make the organization work at an efficient and effective level by setting the direction and developing ALL students and staff.

QUALIFICATIONS: Valid Kansas Administrative licensure appropriate for specific level.

PERFORMANCE RESPONSIBILITIES

SETTING DIRECTION:

1. Participate in a committee of stakeholders that is representative of the community in order to facilitate the development or adaptation of a vision of learning that is shared and supported by all participants.
2. Establish a vision, mission, and goals that are aligned to those of the district.
3. Collaboratively develop a plan to communicate and embed the school vision into the culture and the decision making process of the school.
4. Facilitate the implementation of a school improvement plan that meets all district and state requirements.
5. Articulate and monitor the school improvement plan, making adjustments as necessary as determined by collection and analysis of data.

DEVELOPING ALL STUDENTS:

1. Ensure all students are making academic progress by monitoring the instructional program.
2. Ensure that the instructional guidelines established by the College and Career Readiness Framework are implemented by teachers with fidelity.
3. Ensure all students have access to the College and Career Readiness Standards.
4. Ensure teachers are using differentiated instruction and interventions for students based on appropriate data.
5. Provide access and effectively communicate data to all stakeholders.
6. Ensure that teachers have time and support as needed to analyze and respond to student data results.
7. Ensure that all students have access to a variety of student activities which support their academic, leadership, physical, emotional, social and attitudinal growth.
8. Ensure that all students have access and are supported with services that promote mental, physical, and emotional wellness.

DEVELOPING STAFF:

1. Evaluate teachers and other staff for the purpose of improving student growth and identifying professional learning needs.
2. Collect and examine a variety of sources as evidence throughout the teacher evaluation process.
3. Follow all district and state guidelines / timelines for teacher evaluation.
4. Establish a positive and collaborative culture of learning within the school.
5. Provide and encourage professional learning opportunities for the staff in order to support high levels of learning for all students.
6. Coordinate professional learning opportunities with school and district improvement goals.
7. Promote teacher leadership among the staff of the school and district.
8. Establish a sustained culture of distributed leadership within the school, district and community.
9. Encourage staff to take an active role in decision making and leadership according to their areas of expertise.

MAKING THE ORGANIZATION WORK:

1. Regularly analyze, interpret and utilize multiple sources of data to make decisions that positively impact the school culture for learning.
2. Regularly plan and implement processes and procedures in which stakeholders take responsibility for and share in planning and implementation of an effective instructional program.
3. Create a responsive culture within the school that is sensitive to the diversity within the school population.
4. Create a safe, efficient, and effective learning environment within the school.
5. Develop and implement school budgets that are aligned with school and district priorities.
6. Follow established guidelines and timelines required by federal, state and district mandates.
7. Identify and plan for areas for improvement based on examination of routines, processes and procedures to determine their effectiveness.
8. Establish and sustain a culture of collaboration with staff and community members to achieve school and district goals.
9. Establish school community collaborations and partnerships.
10. Efficiently utilize human, fiscal, and technological resources to meet school and district goals.

ADDITIONAL RESPONSIBILITIES

1. Other duties as assigned.
2. Schedules classes within established guidelines to meet student needs.
3. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
4. Assumes responsibility of his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings.
5. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
6. Participates in principal's meetings, negotiations meetings, and such other meetings as are required or appropriate.
7. Cooperates with college and university officials regarding teacher training and preparation.

8. Serves as a member of such committees and attends such meetings as directed by the superintendent.
9. Plans and supervises fire drills, tornado drills, and an emergency preparedness program.
10. Provides for adequate inventories of school property and for the security and accountability for that property.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013