

TITLE: JOB DESCRIPTION - SCHOOL PRINCIPAL
State Board of Education Ref: 18A-2-9, Policy 2312

1.0 RESPONSIBILITIES

- 1.1 Chief Administrator of the School
- 1.2 Provides instructional leadership
- 1.3 Creates a climate conducive to teaching and learning
- 1.4 Implements a system to monitor student progress
- 1.5 Establishes and implements a school improvement program
- 1.6 Maintains good public and employee relations
- 1.7 Evaluates all personnel under his/her supervision
- 1.8 Maintains professional work habits
- 1.9 Maintains and upgrades his/her professional skills
- 1.10 Implements state and local policies
- 1.11 Manages all extracurricular activities under school regulations that are scheduled at his/her school area.

2.0 PERFORMANCE STANDARDS

2.1 INSTRUCTIONAL LEADERSHIP

- 2.11 Skilled in all areas of responsibilities
- 2.12 Organizes procedures for observing students/teachers in work place.
- 2.13 Reveiws all instructional plans
- 2.14 Assists with professional development programs in school and out.
- 2.15 Monitors use of instructional time
- 2.16 Establishes schedules to assure maximum benefit from school activities
- 2.17 Demonstrates skills in making judgment/decision-making policies