

1. Establish and maintains an effective learning climate in the school
  - a. Establish guides for proper student conduct
  - b. Maintains high standards for student conduct
  - c. Enforces discipline consistently, uniformly and fairly according due process to students
  - d. Practices preventive discipline by means of open and effective communication with parents and students
  
2. Serves as educational leader of the school
  - a. Works to assure that a strong teaching staff is selected by:
    1. Screening applicants
    2. Conducting interviews
    3. Recommending effective and capable candidates for hiring.
  - b. Assists in the orientation and in service training of teachers.
  - c. Works to improve classroom instruction by:
    1. Making frequent observations
    2. Counseling all staff members regarding their performance
    3. Rendering fair appraisal of teachers
    4. Recommending probation and/or termination of employees whose work is unsatisfactory.
  - d. Directs the development, evaluation, and improvement of curriculum
  - e. Works with special services staff to improve educational opportunities for students with special problems
  
3. Is an effective school manager
  - a. Develops and maintains accurate financial records and reports to the board.
  - b. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
  - c. Develops school schedules that meet the students needs and provides for the efficient use of teacher's time.
  - d. Supervises non-teaching personnel and works with them to improve the school.
  
4. Plans, organizes and directs school activities
  - a. Supervises co-curricular activities and programs
  - b. Keeps the superintendent informed of school activities and programs.
  - c. Interprets and enforces district policies and administrative directives pertaining to school activities.
  
5. Develops effective personal and public relations with various groups through effective communication.
  - a. Secures the cooperation of the faculty and the community in setting and achieving the goals of the school.

- b. Communicates clearly and effectively with staff individually and through staff meetings.
  - c. Acts as liaison between the school and the community interpreting activities and policies of the school and encouraging community participation in school life.
  - d. Responds to written and oral requests for information by the superintendent, the board and others
6. Demonstrates personal leadership qualities
- a. Appearance: appearance and demeanor set an appropriate example for teachers and pupils.
  - b. Initiative: shows sustained effort and enthusiasm in the quality and quantity of work accomplished.
  - c. Communications skills: communicates effectively in front of groups; speaks distinctively; uses standard oral and written English.
  - d. Professional growth: Continues professional study; attends professional meetings regularly; reads current professional literature.



**LEGAL REFERENCE:**

Board Action

**ADOPTED:** 2/10/92

**AMENDED:** 6/9/2003