

**Eufaula School District
Position Description**

POSITION TITLE: Principal

Reports to: Superintendent

SUMMARY: Uses leadership, supervisory and administrative skills to manage assigned school as to promote the educational development of each student.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Establishes and maintains an effective learning climate in the school.
- Plans, organizes, and directs implementation of all school activities
- Makes recommendations concerning the school's curriculum and instruction.
- Works with various members of the central administrative staff on school problems such as transportation and special services.
- Interprets and enforces district policies and administrative regulations.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Leads in the development, determination of appropriateness, and monitoring of the school's instructional program.
- Schedules classes within established guides to meet student needs.
- Established guides for proper student conduct and maintaining student discipline.
- Participates in the selection and supervision of all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
- Participates professionally in the fair assessment of all staff personnel including recommending according to established procedures the removal of any staff member whose work is unsatisfactory. Delegates some of the assessment responsibilities where there are a large number of employees.
- Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- Plans and supervises fire drills and an emergency preparedness program.
- Monitors funds generated by student activities.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration and supervises the maintenance of all required building records and reports.
- Supervises the maintenance of accurate records on the progress and attendance of students.
- Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property including textbooks.
- Keeps the superintendent informed of the school activities and problems.
- Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- Maintains active relationships with students and parents.

- Attends special events held to recognize student achievement and attends school-sponsored activities, functions, and athletic events associated with principal's site.
- Makes arrangements for special conferences between parents and teachers.
- Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- Assumes responsibility for all official school correspondence and news releases.
- Assumes responsibility for his/her own professional growth.
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

SUPERVISORY RESPONSIBILITIES:

Manages employees in the school. Is responsible for overall direction, coordination, and evaluation of the school.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending employment, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability requires.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to develop effective working relationships with the community, staff and students. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.