

**PAINESVILLE CITY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: PRINCIPAL

File 109

Reports to: Assistant Superintendent, Superintendent

Job Objective: Administers the planning, delivery, assessment, and ongoing improvement of the school program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching and administrative experience.
 - Effective organizational, planning, and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
 - Current state certification for evaluation of teachers, guidance counselors, and assistant principals

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the school's head administrator and instructional leader. Makes ongoing efforts to communicate, promote, and reinforce the school and district vision and goals to staff.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Maintains open and effective communications, including prompt and accurate responses to questions and requests. Effectively and professionally communicates with families and community. Serves as an information resource.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Engages staff in the understanding and implementation of the improvement plan. Supports teacher-based teams in effectively using data to make impactful instructional decisions.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Manages the budget to equitably support staff and students based on assessments of needs.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Actively participates in staff recruitment, selection, and orientation processes. Supervises and evaluates staff according to state mandated and locally developed personnel appraisal standards, providing substantive feedback for continual improvement of performance.
- Promotes professionalism. Facilitates professional development, based on staff input and student data, which supports classroom instruction.
- Ensures proper implementation of standards and curricula as well as best practices in instruction and assessment. Provides the support and resources necessary for proper and effective implementation. Keeps informed and shares current research and theory on effective schooling.
- Complies with state policies/procedures for the education of students identified as having a disability. Provides for maximum exposure to the core curriculum for all students, including ELLs and students with disabilities. Systematically monitors the need for and impact of intervention structures through valid and reliable data.
- Develops a master schedule. Ensures the equitable distribution of workloads. Ensures that classrooms are covered during teacher absences.

- Administers the athletic program in coordination with the athletic director. Coordinates district representation at athletic league meetings. Oversees student eligibility verification and medical records functions.
- Administers the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Coordinates program assessment processes.
- Oversees enrollment and withdrawal procedures. Administers policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Oversees student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Identifies and uses school- and community-based resources to support student needs.
- Ensures that routines and procedures for safety (physical and socio-emotional) are understood and applied by staff, students, and visitors.
- Upholds the student conduct code and appropriately facilitates and documents student management issues. Ensures that behavioral expectations are well understood by and equitably applied to staff, students, and visitors. Helps with pupil management issues.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Meets legal, ethical, and professional responsibilities with integrity, honesty, fairness, and dignity.
- Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Oversees the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Administers threat reporting, assessment, and response procedures.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities. Is visible at school and community events. Strives to develop rapport and serves as a positive role model for others.
- Demonstrates understanding of the implications of cultural difference on teaching, learning, and the school environment and implements necessary practices based on this understanding.
- Supports structures for, and a culture of, collaboration within the building. Delegates responsibility and shares leadership whenever appropriate.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Painesville City Local School District Board of Education.

The Painesville City Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Revised:

November, 2020

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

Employee's Signature

Date

Supervisor's Signature

Date