

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** School Principal

**TERMS OF EMPLOYMENT:** Management

**REPORTS TO:** Superintendent

**MINIMUM QUALIFICATIONS:**

- Administrative Services Credential
- Masters Degree *Desirable*
- Three years of successful teaching experience.

**GENERAL SUMMARY**

The school principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. Achieving academic excellence requires that the principal work collaboratively to direct and nurture all members of the school staff, and communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, personnel management, emergency procedures, and facilities operations.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

As assessed by the superintendent, the outcomes of the principal job performance will be as follows:

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Develop a functioning education philosophy consistent with the values of the community, teachers, school administration and Board of Education.
- Develop a comprehensive curriculum and program of services in cooperation with teachers and administration.
- Develop an atmosphere of respect, interest, and enthusiasm within the school.
- Communicate openly and effectively with students, community, staff, administration, and parents.
- Supervise and provide for the general welfare of students during the school day, on school trips, and during school activities.
- Maintain effective programs to strengthen and monitor pupil discipline, attendance, and individual progress.
- Select and assign certificated and classified staff.
- Delegate duties for effective staff utilization but assume final responsibility for the overall school program.

- Encourage the professional growth of teachers by advanced training, experimentation, and evaluation.
- Administer district policies in the operation of the school.
- Administer school budget.
- Maintain school records and file necessary reports.
- Comply with legal and regulatory requirements of the various governmental agencies.
- Plan and organize the school day and year to provide for efficient operation of the school.
- Maintain safe, clean, attractive, and well-kept buildings and grounds.
- Make effective use of consultants and specialists in program and staff development.
- Attends cabinet meetings.
- Facilitates staff meetings.
- Handles parent complaints effectively.
- Provides timely and effective communications regarding incidents and/or situations which might impact the school.
- Work cooperatively with peers in sharing ideas, techniques and procedures for improvement of the learning environment.
- Keeps abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies.
- Serves on the District Leadership Team, and assists in the monitoring of the LEA Plan.
- Other duties as assigned by the superintendent.

#### **PERSONAL QUALIFICATION**

- Character, personality, and proper social capability to relate effectively with staff, students, and community.  
Demonstrate the ability to work with a wide variety of community groups and organizations.
- Desire to continue career improvement.

#### **PHYSICAL REQUIREMENT**

- Ability to sit and stand for a prolonged period of time.
- Ability to hear and understand speech at normal levels and/or the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person, or on the telephone.
- Must work indoors and outdoors year-round.

#### **WORKING CONDITIONS**

Office working environment is subject to sitting at a desk or conference table for long periods of time, using computer and telephone for prolonged periods of time, and reaching in all directions.

#### **EMPLOYMENT STANDARDS**

Physical condition and mental health necessary to maintain a rigorous work schedule. To perform this job successfully an individual must be able to perform each essential function

satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.