

**Shell Knob School District
Shell Knob, Missouri**

Job Title: **Principal**

Reports to: **Superintendent**

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, and any such additional qualifications as the board may find appropriate.

Job Goal: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day safety and welfare of both students teachers and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy.

Performance Responsibilities: **Other duties may be assigned**

Curriculum and Instruction

- Establishes and maintains an effective learning climate in the school.
- Provides leadership for appropriate curriculum development and organization of personnel to staff the curriculum by promoting curriculum based on student needs and by involving staff in needed curriculum development.
- Provides for management of instruction by identifying and providing instruction consistent with instructional objectives, by monitoring student progress in achieving instructional goals, and by evaluating programs based on student achievement.

Pupil Personnel

- Interacts with students in a constructive manner to encourage each individual to perform at his/her highest level.
- Establishes, enforces, and maintains effective discipline and high standards of student conduct in the school by establishing positive, clear, and concise behavior guidelines and by supporting staff in discipline issues as appropriate. Assumes responsibility for the attendance, conduct, and safety of students.
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- Provides for the appropriate assignment of students to classes.

Leadership/Management Activities

- Plans, organizes, directs implementation, evaluates, and provides supervision for all school activities.
- Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters and problems.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Conducts meetings of the teaching staff as necessary for the proper functioning of the school. Participates in administrative meetings and other meetings as are required or appropriate.
- Serves as an ex officio member of all committees and councils within the school and participates in district-wide activities, inservices, and committees, as appropriate.
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school including transportation, food service, special services, etc.
- Provides for effective and efficient daily operation of the school by implementing administrative procedures which are clear and concise to all staff.
- Demonstrates effective problem-solving and decision-making skills by analyzing data, considering alternatives, and making logical decisions.
- Demonstrates effective organizational skills through time management, establishment of priorities, utilization of resources, delegation of duties, and completion of duties in a timely fashion.
- Demonstrates a sense of professional responsibility by displaying promptness, accuracy, and punctuality.
- Provides leadership for positive educational change by promoting a climate for change and by involving teachers in the change process, when appropriate.

Personnel Administration

- Effectively supervises, evaluates, and counsels all professional and paraprofessional staff regarding their individual and group performance.
- Orients newly assigned teachers and assists in their development, as appropriate.
- Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
- Cooperates with college and university officials regarding teacher training and preparation.

- Demonstrates effective interviewing, selection, and assignment of school personnel under supervision of the superintendent.
- Promotes on-going teacher development by keeping teachers informed of new developments, ideas, and strategies and by involving the staff in assessing, identifying, and implementing appropriate development activities.
- Assumes responsibility for the implementation and observance of all Board policies, procedures, and regulations by the school's teachers and students.

Interpersonal Relationships/Public Relations

- Makes arrangements for special conferences between parents and teachers.
- Responds to written and oral requests for information under the direction of the superintendent.
- Establishes and maintains favorable interpersonal relationships with parents, school volunteers, local community groups, and individuals to foster understanding, involvement, and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
- Communicates expectations of high performance standards to students, teachers, parents, and community.
- Promotes and maintains a positive school climate by providing positive reinforcement to teachers and students in an attempt to instill pride in and loyalty to the school.
- Demonstrates effective communication skills by conversing with staff, students, parents, and patrons regarding school operations, policies, and programs.
- Demonstrates positive interpersonal relationships with students by being visible and accessible and by being informative, respectful, and understanding when relating to students.
- Demonstrates positive interpersonal relationships with staff by respecting staff suggestions, opinions, and feelings and by effectively communicating with staff.
- Demonstrates positive interpersonal relationships with other administrators through cooperation and sharing.
- Regular and dependable attendance.

EDUCATION AND/OR EXPERIENCE: Specialist's Degree in Administration is preferred, five years teaching experience at the level to be administered.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Missouri Teaching Certificate and Valid Missouri Administrator Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and 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.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.