

Washakie County School District #2

Principal Job Description

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: To be determined by Administration and the Board of Trustees

JOB SUMMARY:

The principal is responsible for all aspects of the building which includes but is not limited to: instruction, curriculum, staff supervision and evaluation, staff development, student discipline, record-keeping, public relations, and maintenance of building and grounds.

QUALIFICATIONS:

1. Wyoming State Department Certification in appropriate area of administration.
2. Knowledge of curriculum and principles of learning.
3. Ability to speak clearly and concisely.
4. Ability to weigh options, think clearly, and evaluate accurately.
5. Ability to understand and facilitate needs of various personality types.
6. Ability to make decisions with sound emotional judgment.
7. Must understand the psychological and physiological development of children.
8. Must possess the ability to see, hear, and talk in order to ascertain teacher effectiveness.
9. Must be able to walk, write, lift, and sit.
10. Must be able to concentrate with numerous interruptions.
11. Must be persuasive, alert, creative, and have patience, initiative, and reasoning.

RESPONSIBILITIES:

1. Provides for a safe and orderly environment.
2. Ensures that student discipline will be conducted in a manner consistent with school and school district guidelines and beliefs.
3. Oversees responsibility for the overall operation of the school including the physical plant.
4. Provides for accurate record keeping in the areas of attendance, student files, achievement, and in all other phases of school life where accurate records are essential to smooth functioning.
5. Completes and submits required state and federal forms.

6. Supervises and evaluates all non-certified personnel in a manner consistent with school and school district guidelines and beliefs.
7. Supervises and evaluates all certified personnel in a manner consistent with school and school district guidelines and beliefs.
8. Provides for timely and straightforward communications with parents and community.
9. Assumes responsibility for recruiting and retaining a quality staff.
10. Works collaboratively with appropriate personnel in the district to develop and sustain a quality curriculum.
11. Assists in the development and implementation of instructional processes.
12. Conducts follow-up studies.
13. Serves as a liaison to city, county, state, and national agencies.
14. Supervises student activities.
15. Attends student activities.
16. Builds master schedules.
17. Conducts staff meetings.
18. Attends district meetings and functions.
19. Drafts and updates student and staff handbooks.
20. Attends special education meetings.
21. Assists in the planning and conduct of ceremonial activities.
22. Manages the various school improvement processes.

ADDITIONAL RESPONSIBILITIES:

Special Education Director

1. Directs and monitors special services programs including teachers, paraprofessional and all related service providers.
2. Directs referral process and student evaluations.
3. Attends IEP's and other student meetings.
4. Ensures program compliance with state and federal laws.
5. Completes and submits all reports and documentation required annually by the State Department of Education.
6. Develops and monitors use of district special education forms.
7. Writes and submits district special education policies and procedures to State Department of Education for approval.
8. Supervises administration of district and state testing of identified students.

9. Coordinates district Child Identification Process.

Curriculum Director

1. Assists staff with development and implementation of all areas of curriculum development
2. Assists in vertical and horizontal alignment of all curriculums.
3. Ensures compliance with State Department of Education
4. Completes and submits all reports and documentation required annually by the State Department of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board policy or as determined by the Superintendent at the direction of the Board.