



Job Title: Principal
 Job Family: Certified
 Pay Program: Certified
 Job Code:
 Typical Work Year: 12 months

SUMMARY: Demonstrate effective instruction leadership skills that provide focus on student achievement. Guide the development of a caring collaborative community that includes all stakeholders in the school. Provide purpose and vision for the school. Manage the human resources to ensure an orderly work and learning environment.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of time
1. Articulate belief system through voice and actions, leading the school in a clear focus, communicating your vision for the school, and being the change agent when necessary.	Daily	16%
2. Articulate Effective Instructional practices by providing intellectual stimulation, being actively involved in, and having knowledge of current research in curriculum, instruction, and assessment.	Daily	16%
3. Assesses quality of classroom instruction by monitoring, being visible, conducting Walk-throughs regularly, communication, and providing a clear behavior structure and atmosphere.	Daily	16%
4. Implement an Accountability system through the district accreditation process, aligning instruction with state and district standards, using the district evaluation system, providing expectations for an orderly atmosphere, holding data discussions with staff and teachers three times a year, and adapting to the needs of the current situation by seeking input.	Daily	16%
5. Establish and foster an adult learning environment by maximizing collaboration and adult learning to improve instruction, providing teachers with materials, inspiring new and challenging innovations, and valuing a sense of community.	Daily	16%
6. Organize school operations around improvement of instruction by maintaining a safe and orderly environment, upholding state laws, contract and District Policies, managing personnel, maintaining facility to provide a quality learning environment, efficiently managing financial resources, establishing effective public relationships, and coordinating effective instructional programs with a master schedule.	Daily	20%
7. Perform other duties as assigned	Ongoing	
	Total	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education Administration plus additional course work required for Iowa Principal/Administrator License.

- Minimum of five years of experience in teaching/administration, including a minimum of three years teaching.
- Must successfully complete current district training for supervision of Classified Staff.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Iowa Teaching Certificate/Principal/Administrator’s License
- CPR and First Aid certifications are preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Excellent interpersonal relations and oral and written communication skills.
- Classroom experience necessary.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Basic computer and software skills
- Intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to manage conflict, diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent’s policies, building, and department procedures.
- Ability to communicate interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safer work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Use of Instructional Technology.
- Emergency equipment, such as radios, alarm systems and building generator are required.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent	
Supervises:	Teachers, Para-educators, Classroom Volunteers, Administrative Assistants	

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring and coordinating the schools following budgets: operating, instructional, co-curricular, gifted and talented, leadership, fundraising, special education, and athletics.
- Solely responsible for initiating requisitions from the aforementioned budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		

Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy	X			
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X

Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	