

Armored School District Job Description Principal

Title: School Principal
Qualifications: Appropriate certification required
Reports To: Superintendent of Education
Job Goal: To provide leadership and supervision through administrative skills so as to promote the educational development of each student.

Mission and Goals

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals and objectives, programs and operations that are consistent with school system vision, mission, and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff, and parents/guardians
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools

Management of Educational Resources

- Recommends and utilizes personnel to meet the needs of the school
- Administers the finances and resources of the school with sound fiscal management and educational practices
- Achieves maximum results for available resources and money spent
- Protects instructional time through effective instructional leadership
- Understands and utilizes the available technology of the school (The focus of technology is on student achievement.)

Assessment and Student Performance

- Emphasizes and relates the importance of the Arkansas Testing, Assessment, and Accountability Program to students, faculty/staff, parents, and the community
- Makes changes in the curriculum and instructional program based upon evaluation of student achievement data.
- Establishes an effective plan for continuous improvement on the Arkansas Testing, Assessment, and Accountability Program as reflected on the School Improvement Plan (ACSIP) and revise the plan as needed
- Establishes a plan for intervention based upon an evaluation of program needs
- Maintains appropriate procedures for monitoring daily classroom assessments
- Establishes an ongoing evaluation plan for monitoring classroom instruction
- Leads and facilitates the instructional staff in ongoing and continuous analysis and planning for curriculum and instructional improvement
- Selects effective staff to meet identified needs of the instructional program
- Monitors teacher use of frameworks, blueprints, benchmarks, and rubrics for daily planning of instruction
- Ensures alignment of all instructional materials to state frameworks, blueprints, benchmarks, and rubrics

Accreditation Standards

- Communicates and follows established procedures in the Arkansas Public School Accountability Standards and other applicable federal and state regulations
- Formulates improvement plans based on most recent results of the Arkansas Accreditation Model
- Demonstrates evidence of school improvement on the Accreditation and Growth components of the Arkansas Accreditation Model
- Formulates plans for improvement based on established standards for growth
- Demonstrates evidence of school improvement on the growth standards

Fiscal Management

- Follows all purchasing laws, statutes, and procedures
- Implements an organized, systematic plan for determining budgetary needs for programs supervised
- Maintains accurate financial statements
- Maintains financial records according to established time lines and procedures

- Follows established procedures for maintaining an appropriate fixed assets inventory
- Approves expenditures within established budget allocations
- Divides expenditures across the academic year
- Supervises and maintains upkeep and cleanliness of facilities

Student Discipline

- Maintains accurate and organized records for student discipline
- Follows district policies when administering student discipline
- Insures those supervised administer disciplinary actions according to established policies
- Develops a plan for insuring faculty and staff maintain appropriate and timely communication with parents concerning disciplinary referrals and actions
- Monitors the discipline program at the school and maintain timely and appropriate communication between teachers and the administration

Supervision

- Implements and monitors the established school-wide security plan
- Establishes and monitors a plan for the continuous supervision of students
- Monitors and evaluates classified personnel and programs
- Administers and supervises extra-curricular activities
- Evaluates licensed staff following state protocols

Communication

- Uses appropriate grammar and syntax – verbal and written
- Communicates pertinent information from meetings, conferences, and other sources in a timely and accurate manner
- Provides a monthly calendar for communication with the Superintendent, faculty, and staff
- Demonstrates courtesy and impartiality in relationships with faculty, staff, and other associates
- Provides an opportunity for faculty and staff input and incorporate their recommendations into the decision-making process where appropriate

Parents and Community

- Communicates school and organizational goals to parents periodically throughout the school year
- Listens effectively to the ideas, grievances, and complaints of parents and makes a reasonable effort to resolve such issues
- Informs the community about school and organizational goals throughout the school year
- Provides current information on promotion/retention requirements, graduation requirements, and testing schedules
- Communicates the special academic needs to parents such as being at-risk of failure on a required state test, etc.
- Promotes parental involvement

General Responsibilities

- Evaluates program needs and plan suitable professional development activities (Actively participates and contributes in meetings)
- Participates in activities that will enhance administrative skills so as to promote the educational development of each student
- Studies and follows district policies applicable to the operation of a school as established by the Board of Education
- Follows any further rules or requirements as set forth by the Superintendent of Education
- Performs any other tasks as required by the Superintendent of Education

Terms of Employment: Twelve-month year.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.