		***************************************			JAMES TO STATE OF THE PARTY OF
Position Title Principal - Seco	ndary	*			Band/Grade E-8-2-20
Immediate Supervisor Director of Ins	tructio	nal Ser	<u>vic</u> e		
Supervisor En *Note: The signature of the superviso they have read this job description a	mployee or and e and agre	employee	e ind its	sible curriculum and t best possible instruct istrative leadership t	leadership to promote the best pos- to motivate teachers to provide the tion to students. I provide admin- to promote the efficient use of time, surces, funds and facilities.
REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
1. PROVIDE INSTRUCTIONAL LEADERSHIP	: 1			Knowledge	
 Maintains knowledge and informs staff of major changes and developments in education. Motivates and encourages staff growth and development. Establishes and communicates philosophy, goals and objectives for the unit. Conducts short and long range planning activities. Reviews and evaluates aspects of curriculum and instruction. Monitors student performance. Provides inservice activities for staff. Promotes continuous improvement in all areas of organization, programs and activities. Sustains personal growth and development. Perform other duties as assigned. 	C4 C5 D7 E8 C4 C4 C4	D D D D D D D		1.03 Delegate 1.04 Allocate 1.05 Organize 1.06 Control 1.07 Direct 1.08 Motivate 1.09 Build Consensus 1.10 Maintain effective interpersonal relations.	1.01 Curriculum objectives, materials and content; teaching methods and time; and testing are thoroughly reviewed in at least one subject area each year. 1.02 The sequence of instruction for all subject areas can be described. 1.03 Ongoing activities in the classroom can be described. 1.04 Philosophy, goals and objectives of the unit are established, periodically reviewed, and clearly communicated to staff, students and the community. 1.05 Student performance characteristics, staff needs and deficiencies, and/or new knowledge and research in education are used as the basis for inservice and staff development activities. 1.06 Human and material resources, funds and time are allocated effectively for the improvement of instruction. 1.07 Individual staff growth and development activities have occurred.

List of Things to Accomplish and Major Jub Function Accomplish Duty or Function List Media to differences List Media to differ	List of Things to Accomplish in Major Job Function A	<i>y</i> :	<i>**</i> · ·	ı		1 % OF	ı	MECEGGADY GYTTLE	
In Major Job Function GRADE M.A.O WC Accemplish Duty or Function How Will you when the Job is Done? 2. ESTABLISH EFFECTIVE COMMUNICATIONS 2. OI Establish and maintain personal contact with publics through involvement with civic organizations, student organizations and staff. 2.02 Speak when called upon, to groups and organizations. 2.03 Establish and implement procedures internal and external publics. 2.04 Maintain accessibility to publics. 2.05 Conduct regular meetings with staff. 2.06 Provides information to media representatives. 2.07 Provide information to media representatives. 2.08 Montrop publication of news-letters, handbooks, etc. 2.09 Write and discentine appropriate communication to whalf, students, parents and their publics. 2.09 Write and discentine appropriate communication to staff, students, parents and their publics. 2.09 Write and discentine appropriate communication to staff, students, parents and their publics. 2.09 Write and discentine appropriate communication to staff, students, parents and their publics. 2.09 Write and discentine appropriate communication to staff, students, parents and their publics. 2.09 Write and discentine appropriate communication to staff, students, parents and their publics. 2.09 Write and discentine appropriate communication to staff, students, and resident publics are available upon request. 2.08 Montrop publication of news-letters, handbooks, etc. 2.09 Write and discentine appropriate communication to staff, students, and resident publics and discentine appropriate staff, students and the distrist can be discussed. 2.00 Provide information to media representatives. 2.01 Provide information to media representatives. 2.02 Romanication to staff, students, and resident publics concerning the schools and the distrist can be discussed. 2.03 Edefar regulations and structures in the communication procedures of the unit appropriate school publics are available upon request. 2.06 Provides information to media representative publics and procedures o	In Major Job function GRADE M,Â,Ô UC Accomplish Buty or Function How Will your Know the Job sonal growth and developed as a spect of organization of the Universal Publics of Provider internal and external publics. 2.04 Samples of written community or function as a firefactory organization of the Director of Instruction regarding programs and activities. 2.05 Conduct regular meetings with staff. 2.06 Provides information to media representatives. 2.07 Provide information to media representatives. 2.08 Monitor publication of newsletters, handhooks, etc. 2.09 Write and disseminate appropriate communication to media representatives. 2.09 Write and disseminate appropriate communication to the Office of the programs and actiff, students, parents and their publics. 2.10 Performs duties as assigned regulations. 2.11 Provide information to media representatives. 2.12 Speak and write clearly and correctly and cor					TIME		JWLEDGE, ABILITIES	
1.12 Mediate differences 1.13 Mediate differences 1.14 Mediate differences 1.15 Mediate differences 1.15 Mediate differences 1.15 Mediate differences 1.16 Mediate differences 1.17 Mediate differences 1.18 Mediate differences 1.18 Mediate differences 1.18 Mediate differences 1.18 Mediate differen	1.12 Mediate differences 1.12 Mediate differences 1.12 Mediate differences 1.08 Attention was directed sonal growth and development of the Job Short and long range peak civities are used to aspects of organization grams or activities. 2.01 Establish and maintain personal contact with publics through involvement with civic organizations, student organizations and staff. 2.02 Sheak when called upon, to groups and organizations. 2.03 Establish and maintain personal contact with publics through involvement with civic organizations. 2.04 School District policies and administrative procedures. 2.05 Federal regulations 2.06 Federal regulations 2.07 Informal and formal power structures in the community. 2.08 Requirements and procedures of local media. 2.09 Maintain accessibility to publics. 2.06 Provides information to the Director of Instruction regarding programs and activities. 2.07 The community 2.08 Group Dynamics 2.09 Write and disseminate appropriate community communication of newsletters, handbooks, etc. 2.09 Write and disseminate appropriate communication to staff, students, parents and their publics. 2.09 Write and disseminate appropriate communication to staff, students, parents and their publics. 2.09 Write and disseminate appropriate communication to staff, students, parents and their publics. 2.09 Write and disseminate appropriate communication to staff, students, parents and their publics. 2.09 Write and disseminate appropriate communication to staff, students, parents and their publics. 2.09 Conduct small and large group meetings.			·			ыr	What you Have to Know to	PERFORMANCE STANDARDS
Sonal growth and development. 2. ESTABLISH EFFECTIVE COMMUNICATIONS 2. OI Establish and maintain personal C contact with publics through involvement with civic organizations, student organizations and staff. 2.02 Speak when called upon, to C groups and organizations and staff. 2.02 Speak when called upon, to C groups and organizations. 2.03 Listablish and implement procedures of local modia. 2.04 Maintain accessibility to C publics. 2.05 Conduct regular meetings with staff. 2.06 Provides information to the C Director of Instruction regarding programs and activities. 2.08 Provides information to media representatives. 2.09 Write and disseminate appropriate communication to staff, students and chiral procedures and disseminate appropriate communication to staff, students and their publics. 2.10 Performs duties as assigned relations techniques. 2.10 Feederal regulations 2.10 Samples of written communication to publics are available upon request. 2.10 Samples of written communication to public and administrative procedures of the unit are provided upon request. 2.10 Samples of written communication to public and to public are available upon request. 2.10 Samples of written communication to public are available upon request. 2.10 Samples of written communication to public are to provided upon request. 2.10 Samples of written communication to public are available upon request. 2.10 Samples of written communication to public are available upon request. 2.10 Samples of written communication to public and to public are available upon request. 2.10 Samples of written communication to public and available upon request. 2.10 Samples of written communication to public and available upon request. 2.10 Samples of written communication to public and available upon request.	Sonal growth and development of the publics are used to aspects of organization grams or activities are used to aspects of organization grams or activities. 2.01 Establish and maintain personal contact with publics through involvement with civic organizations, and staff. 2.02 Speak when called upon, to groups and organizations. 2.03 Establish and implement procedures to groups and organizations. 2.04 Sepak when called upon, to groups and organizations. 2.05 Establish and implement procedures to receive input from internol and external publics. 2.06 Maintain accessibility to publics. 2.07 Maintain accessibility to publics. 2.08 Foroutes information to the Director of Instruction regarding programs and activities. 2.09 Frowides information to media crepresentatives. 2.00 Frowide information to media crepresentatives. 2.01 Speak and write clearly and correctly 2.02 Establish and implement procedures of local media crepresentatives. 2.05 Conduct regulations 2.06 Appropriate interpersonal relations techniques. 2.07 The community 2.08 Requirements and procedures of local media crepresentatives. 2.09 Frowides information to media crepresentatives. 2.07 The community 2.08 Requirements and procedures of local media crepresentatives. 2.09 Found write clearly and correctly 2.01 Speak and write clearly and correctly 2.02 Listen 2.03 Plan 2.04 Organize 2.05 Conduct small and large group meetings. 2.06 Organize 2.07 A file of media release maintained and available to aspect to an administrative procedures. 2.08 Monitor publication of news-lease and procedures of local media request. 2.09 Write and disseminate appropriate community. 2.00 Organize 2.01 Speak and write clearly and correctly 2.02 Listen 2.03 Plan 2.04 Organize 2.05 Conduct small and large 2.06 Organize 2.07 A file of media release maintained and available.				OTTOL	π,π,ψ	[***C		How Will you Know the Job is Done?
12.09 Completes other assigned duties	2.08 A record of speeches de to various publics is a upon request.	Ol Establish and maintain personal contact with publics through involvement with civic organizations, student organizations and staff. Ol Speak when called upon, to groups and organizations. Ol Establish and implement procedures to receive input from internal and external publics. Ol Maintain accessibility to publics. Ol Conduct regular meetings with staff. Ol Provides information to the Director of Instruction regarding programs and activities. Ol Provide information to media representatives. Ol Monitor publication of news-letters, handbooks, etc. Ol Write and disseminate appropriate communication to staff, students, parents and their publics. Ol Performs duties as assigned relating to establishing effective	stablish and manufact with pullipolish pullipolish and staff. Deak when called to the stablish and internal and examination access ublics. Donduct regular taff. The stables and active and the stables and dissembles and the stables are stables.	VE COMMUNICATIONS intain personal lics through civic organ- t organizations d upon, to dizations. plement pro- ve input from ernal publics. bility to meetings with tion to the ruction regarding ivities. ion to media ion of news- ks, etc. inate appropriate staff, students, r publics. as assigned re-		D W M D		Knowledge 2.01 State Statutes 2.02 Federal regulations 2.03 School District policies and administrative procedures. 2.04 Informal and formal power structures in the community. 2.05 Requirements and procedures of local media. 2.06 Appropriate interpersonal relations techniques. 2.07 The community 2.08 Group Dynamics Ability 2.01 Speak and write clearly and correctly 2.02 Listen 2.03 Plan 2.04 Organize 2.05 Conduct small and large group meetings.	.08 Attention was directed to personal growth and development09 Short and long range planning activities are used to improve aspects of organization, programs or activities10 Completes other assigned duties as it relates to providing instructional leadership. 2.01 Samples of written communication to publics are available upon request2.02 Accurate information regarding the programs and procedures of the unit are provided upon request2.03 Building communication procedures are reviewed at least once each school year, and revised as necessary2.04 Meetings with appropriate staff are held at least once each month2.05 Copies of applicable building procedures are distributed to appropriate staff, students and/or parents at least once each year2.06 The views of various publics concerning the schools and the district can be discussed2.07 A file of media releases is maintained and available upon request2.08 A record of speeches delivered to various publics is available

List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC WC	JECESSARY SKILLS JWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
3. SUPERVISE AND EVALUATE STAFF 3.01 Participate in the selection of staff. 3.02 Supervise all staff. 3.03 Evaluate staff annually and conduct classroom visits/observations. 3.04 Conduct short and long range personnel planning activities. 3.05 Perform other duties as assigned.	D7 D7 D7	A DAW D D		Knowledge 3.01 Personnel administration 3.02 Employee negotiated agreements 3.03 Theory of supervision 3.04 Effective interview procedures and techniques. 3.05 Evaluation techniques and procedures. 3.06 Developmental and learning theory. 3.07 Instructional techniques and methodologies. 3.08 Organizational and time management theory. 3.09 Applicable statutes 3.10 Motivation theory and practices. 3.11 Leadership theory 3.12 Decision-making theory 4bility 3.01 Conduct pre- and post-observation conferences. 3.02 Set goals and procedures for individual staff. 3.03 Communicate effectively 3.04 Motivate staff 3.05 Help staff to plan and organize time, materials and methods. 3.06 Help individual staff members design growth activities	3.01 District hiring practices are followed. 3.02 Staff member receives a formal annual evaluation conference, the results of which are reduced to writing: a. All probationary staff receive at least three formal observations each school year which include: (1) Pre-observation conferences. (2) Post-observation conferences. (3) The results of pre-/post-observation conferences and observation(s) reduced to writing. b. Every nonprobationary staff receives at least two formal observatios every three years which include: (1) Pre-observation conference. (optional) (2) Post-observation conference. (optional) (2) Post-observation conference. (optional) (3) The results of pre-/post-conferences and observations and formal evaluations were completed within deadlines. 3.03 Observations and formal evaluations were completed within deadlines. 3.04 Completes other assigned duties as it relates to supervising and evaluating staff.

4. MANAGE ROUTINE SCHOOL FUNCTIONS 4.01 Implement appropriate Board policies and administrative regulations. 4.02 Perform delegated duties. 4.03 Complete required reports. 4.04 Develop and administer the school budget. 4.05 Direct pupil personnel services 4.06 Register and program students. 4.01 Evidence exists that all required services and programs are provided upon request. 4.02 District accounting, budgeting and purchasing procedures are followed. 4.03 District and state reporting procedures and requirements. 4.04 Annual audits of internal and						
4.01 Implement appropriate Board policies and administrative regulations. 4.02 Perform delegated duties. 4.03 Complete required reports. 4.04 Develop and administer the school budget. 4.05 Direct pupil personnel services A.06 Register and program students. B2 D Q District accounting, budgeting and purchasing procedures and procedures are followed. 4.03 District and state reporting procedures and requirements. B2 D Q District accounting, budgeting and purchasing procedures are followed. 4.03 District and state reporting procedures and requirements. 4.04 Annual audits of internal and	List of Things to Accomplish in Major Job Function	ŧ	TIME D,W,	WC	' 'KNOWLEDGE, ABILITIES What you Have to Know to	FERFORMANCE STANDARDS How Will you Know the Job is Done?
student safety program. Ability 4.01 Plan 4.02 Organize 4.03 Delegate 4.04 Direct and supervise the activities of others. Activities of others. Activities of others Activities Activities of others Activities Activities	policies and administrative regulations. 4.02 Perform delegated duties. 4.03 Complete required reports. 4.04 Develop and administer the school budget. 4.05 Direct pupil personnel services. 4.06 Register and program students. 4.07 Establish and oversee staff and	B2 C4 D7 B2	D D D		 4.01 Applicable local, state and federal rules, regulations and laws. 4.02 District accounting, budgeting and purchasing procedures. 4.03 District and state reporting procedures and requirements. Ability 4.01 Plan 4.02 Organize 4.03 Delegate 4.04 Direct and supervise the 	quired services and programs are provided upon request. 4.02 District accounting, budgeting and purchasing procedures are followed. 4.03 Required reports are correctly completed by established dates. 4.04 Annual audits of internal and district accounts are reviewed. 4.05 Appropriate records are maintained in all areas (enrollment attendance, health, discipline, school lunch counts, pupil reporting, etc). 4.06 Evidence exists that facilities and programs are in compliance with local, state and federal safety regulations and procedures. 4.07 Completes other assigned duties as it relates to managing

REGULE ADULIES List of Things to Accomplish in Major Job Function	BAND/ D,N GRADE M,A,	MI KNOWLEDGE, ABILITIES What you have to know to	TER DRIVICE STANDARDS How Will you Know the Joh is home?
 5. SUPERVISE PLANT OPERATION AND MAI 5.01 Participation in selection of noninstructional staff. 5.02 Supervise noninstructional support staff. 5.03 Conduct periodic inspection of facility. 5.04 Identify and recommend building modification and improvement. 5.05 Performs duties as assigned relating to supervision of plant operation and maintenance. 	NTENANCE C I C I D I	Knowledge 5.01 District policies 5.02 Local, state and federal regulations 5.03 Building systems 5.04 Acceptable maintenance procedures and techniques. Ability 5.01 Plan 5.02 Organize 5.03 Supervise 5.04 Evaluate 5.05 Delegate 5.06 Communicate 5.07 Allocate 5.08 Motivate	5.01 Copies of formal evaluations of noninstructional support staff are available upon request. 5.02 Evidence exists that regular inspections of the facility have been conducted. 5.03 A formal inspection of the facility will be conducted at least once each school year. a. A list of recommended improvements and modifications will be submitted to the Business Director within 10 days of the formal inspection. b. Copies of the results of formal inspection are available on request. 5.04 Evidence exists that preventive and corrective maintenance programs were conducted.
6. PERFORM REQUIRED DISTRICT LEVEL FU	NCTIONS AS A	ASSIGNED BY SUPERINTENDENT OR DESIGNEE	6.01 Assigned functions will be completed within timelines established by Superintendent or designee.