

## **QUALIFICATIONS AND DUTIES OF THE PRINCIPAL**

### **I. Qualifications**

**Certification:** The Principal shall hold a valid license as Principal for the State of Wisconsin.

**Experience:** The Principal shall have had a minimum of three (3) years of successful teaching experience in Public Schools.

**Reports To:** District Administrator

**Position Purpose:** The principal will give leadership to establishing and maintaining an educational environment conducive to sound educational needs and district and community standards. The principal provides instructional leadership in curriculum and instruction and is responsible for the evaluation and supervision of all staff members assigned to the building. He/she administers the school in accordance with the policies of the board of education. The principal is responsible for all school activities and building operations. The principal assures the appropriate standards of behavior of the students and staff in the building and on the grounds. He/she is responsible for the inservice of all staff within the building. The principal provides necessary communication to the parents of the students regarding the progress of their children and the general activities of the school. The principal is responsible for overseeing the building maintenance and security for their building.

### **II. Contract**

The Principal shall be contracted by the Board of Education for a period of not less than one year and for a period of not more than two years. The Board of Education may renew the contract in two year increments. The contract year shall be from July 1 through June 30.

### **III. Performance Responsibilities**

**A.** As the leader in the instructional matters, the principal:

1. Provides instructional leadership for the school staff.
2. Provides coordination and direction to mental, social, and emotional growth for all students.
3. Has a vision and commitment to improve education and establish and maintain an effective learning climate in the school.
4. Helps in securing and organizing the necessary resources for instruction and its improvement. Designs and administers systems to effectively and efficiently utilize other materials and human resources for instruction and its improvement.

5. Evaluates, with the help of the district management, the effectiveness of the instructional program.
  6. Establishes a liaison between building staff and other groups working to improve instruction.
  7. Meets with the staff on a frequent basis to discuss programming, and student progress.
  8. Provide for qualified substitutes as necessary.
  9. Assists in the selection of coaches and advisors.
  10. Co-ordinates the staffing needs for athletic events.
  11. Reviews program needs on a yearly basis.
- B. In providing proper care for students assigned to the building, the principal:
1. Is responsible for the discipline and discipline procedures for the students in the building.
  2. Work with the bus drivers to assure that effective discipline is maintained on the buses.
  3. Is responsible for taking reasonable precautions to safeguard the health and safety of students.
  4. Provides for definite plans of action in case of fire, storm, or other sudden danger and insures adequate training in the operation of such plans in accordance with state statutes for such drills.
  5. Is responsible, in cooperation with the staff, for maintaining the kind of discipline and order among students which will best promote learning activities. The principal is empowered to suspend students for a period not to exceed five days, providing the district administrator's office and the parents are informed of such suspension in writing.
  6. Shall be responsible for classification, promotion, or retention of students within his/her building.
  7. Assists or directs necessary investigations of absence due to prolonged illness or investigations of other health problems.
  8. Informs all staff members of the procedures to be followed for the crisis plan.
  9. Establishes a procedure for filing a detailed report of all accidents and emergency procedures and reports on standard forms.
- C. As the supervisor of personnel appointed to work in the building, the principal:
1. Assists in selection, evaluation, and supervision of assigned personnel and develops, maintains, and implements necessary inservice education and evaluation procedures.
  2. Prepares a written evaluation of all professional personnel at intervals and in a manner as directed by the district administrator and board policy.

3. Evaluates all other staff members at intervals and in a manner as directed by the district administrator and board policy.
- D. As the representative of the authority of the board and the district administrator, the principal:
1. Insures that all textbooks, workbooks, and teaching guides used in the building are approved by the board.
  2. Implements the curriculum approved by the board.
  3. Assigns staff within the building.
  4. Provides a master schedule of students to classes.
  5. Attend all regular meetings of the Board of Education and all special meetings, unless excused by the Board of Education or district administrator.
- E. In the proper accounting of pupils assigned to the school, the principal:
1. Insures that all initial admissions are in accordance with board policy and that the data in the cumulative records are correct.
  2. Distinguishes tuition students from non-tuition students, referring any matters of doubt to district administrator.
  3. Conferences with parents in cases of truancy, and files written reports to the parents and the District Attorney's office.
  4. Informs the district administrator of serious cases of truancy, tardiness, and discipline.
  5. Insures that students are attending the assigned school unless an exception is granted by the district administrator or Board of Education.
- F. In administering the building, the principal:
1. Requisitions emergency and minor repairs.
  2. Requisitions all supplies and equipment on the proper district forms and obtains the proper approvals.
  3. Makes such listings or reports as needed by the business office and district administrator's office in preparation of the annual budget.
  4. Reviews and approves expenditures in the student activity accounts.
  5. Keeps inventories of school equipment on the forms and in the manner designated by the business office.
  6. Approves all extra curricular school activities involving junior high students.
  7. Approves all use of the building in accordance with board policy.
- G. As one who represents the school to the public, the principal:
1. Interprets the instruction program to parents, teachers, and students.

2. Works closely with parents, parent groups, and community in forwarding the aims of the school.
3. Channels appropriate publicity to the proper sources.
4. Develops a program designed to keep all constituents fully informed.
5. Works with community service groups that are represented in the school district.

Adopted:	September 11, 1979; November 9, 1979
Revised:	November 12, 2001, October 14, 2013

Legal	Administrative Rule:	PI 3.55 – 3.63
References:	Wisconsin Statutes:	115.001 (8); 118.16 (1)(2); 118.19; 118.24; 118.245 121.02 (1)(a)