



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 200 Building Administration
TITLE: 001 Principal

TITLE:	Principal
QUALIFICATIONS	<ul style="list-style-type: none">* Master's Degree or higher, with a major in Educational Administration* Eligible for a Principal's Certificate for the State of Missouri* Minimum of three (3) years as a classroom teacher* Prior administrative or supervisory experience preferred* Effective written and verbal communication skills* Highly organized with extensive knowledge of the learning process
REPORTS TO / EVALUATED BY:	Assistant Superintendent and Superintendent
SUPERVISES:	All employees serving in the assigned building.
TERM OF POSITION:	12-Months (beginning fiscal year July 1 and ending June 30)
SALARY:	Negotiable
VACATION:	20 Days per fiscal year
CONTRACT:	One-Year Contract
JOB GOAL:	The goal of the Principal is to ensure the effective and efficient operation of the assigned school building in a manner that: (1) is conducive to the academic, social, and emotional needs of the students; and (2) is a pleasant and productive place to work for the employees.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Principal will supervise the operation of the total school program in the assigned building.* The Principal will assume the responsibility for the implementation and observance of all Board policies, procedures, and regulations by the staff and students of the assigned building.* The Principal will work together with the central office administrators and make recommendations concerning the school district's administrative procedures and program of instruction.* The Principal will conduct periodic staff meetings to keep members informed of policy changes and modifications in district operating procedures.* The Principal will develop short-range and long-range building plans and goals consistent with the district's plans and goals.* The Principal will work cooperatively with the Central Office Administrators in the recruiting, screening, hiring, training, and assignment of all staff for the assigned building.* The Principal will clearly delineate responsibilities and authority at the building level and schedule staff members efficiently.* The Principal will be responsible for evaluating all staff members of the assigned building according to the school district policies and procedures.* The Principal will prepare or supervise the preparation of reports, records, lists, and any and all other paperwork required by the school's administration.



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- * The Principal will effectively implement and monitor curriculum changes within the parameters established by the district-wide instructional planning.
 - * The Principal will evaluate the instructional program in a systematic manner and use the results by working with the faculty to plan program improvements.
 - * The Principal will organize grade-level or departmental faculty meetings which are effective in implementing and improving curriculum and instruction.
 - * The Principal will work cooperatively with the school's guidance counselor to ensure that the classes offered meet the established guidelines and standards of the Missouri School Improvement Program (MSIP).
 - * The Principal will work cooperatively with the special services director in effectively implementing and monitoring those programs within the district guidelines.
 - * The Principal will delegate authority to appropriate building personnel, such as the assistant principal and/or staff members, and provide professional growth opportunities for all staff members.
 - * The Principal will be responsible for preparing and implementing plans for emergency situations, such as those involving accidents, fire, tornado, etc., and properly and effectively informing all students and staff of said emergency plan.
 - * The Principal will coordinate the development of the school building's annual budget and monitor expenditure of funds.
 - * The Principal will prepare or supervise the requisitioning, receiving and distributing of supplies, textbooks, and equipment, and monitor expenditures for purchases.
 - * The Principal will work to improve classroom instruction, student/teacher rapport, discipline, attitudes, and relationships by observation and conferences, and identify specific strengths and weaknesses.
 - * The Principal will be responsible for the attendance, conduct, and health of the students in the assigned building.
 - * The Principal will maintain high standards of student conduct and enforce discipline as necessary according to the due process and rights of students.
 - * The Principal will be responsible for maintaining accurate and complete student records and insuring adequate confidentiality.
 - * The Principal will supervise the preparation of the teacher handbook and student handbook.
 - * The Principal will organize, administer, and supervise a well-balanced program of student activities and evaluate the programs effectively.
 - * The Principal will establish procedures for the fund-raising efforts of school clubs and support organizations and monitor expenditures from the activity accounts.
 - * The Principal will provide adequate administrative supervision for all special events, including events to recognize student achievement, after-school activities, clubs, functions, athletic events,
 - * The Principal will serve as the liaison between the school district and the community, interpreting activities and policies of the school and encouraging community participation in school-related activities.
 - * The Principal will utilize the school handbook, building newsletter, special bulletins, and any other school literature to inform patrons and members of the community about school programs, activities, calendar, and policies.



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- * The Principal will provide adequate administrative representation at all meetings of parent support groups.
 - * The Principal will assume the responsibility as the administrative officer for approving or disapproving any action proposed by any parent support organizations subject to the normal appeals process.
 - * The Principal will perform any and all other duties as designated by the Superintendent or Assistant Superintendent of Schools.

Hancock Place School District
Date Approved: December 14, 2005