

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PRINCIPAL** **File 103**

Reports to: Superintendent

Job Objectives: Serves as the school's head administrator. Provides staff leadership to carry out adopted educational programs and services. Promotes an effective learning environment. Encourages educational innovations. Promotes close working relationships with parents.

Minimum Qualifications:

- Valid Ohio principal's license or certificate.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documented evidence of a clear criminal record.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides leadership to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Participates as an active member of the district's management team. Helps develop and implement the district's continuous improvement plan.
- Helps prepare grant and foundation proposals.
- Establishes management goals. Helps resolve problems. Sustains progress and maintains effective staff communications.
- Administers the board-approved budget. Ensures that collection and dispersal procedures are properly documented. Authorizes the purchase of essential program supplies and equipment.
- Enforces applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Maintains a record keeping system that ensures the safe retention of district documents for the maximum period specified by board policy and state law.
- Oversees the timely submission of assigned reports, records, and inventories required by law and/or district policy.
- Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the effective use of available technology in instructional and records management activities. Enforces procedural safeguards governing the use of the Intranet and Internet.
- Participates in staff selection and orientation processes.
- Promotes the development of staff leadership.
- Develops a master schedule. Ensures the equitable distribution of workloads and extra assignments. Provides for classroom coverage during teacher absences.
- Prepares and distributes a school calendar. Observes established school hours.
- Monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.).
- Provides leadership in the planning of staff in-service programs.
- Oversees testing programs. Analyzes test results. Provides staff direction for the continuous improvement of the instructional program.

- Supports appropriate research and pilot projects. Encourages staff to develop, publish, and distribute innovative instructional/program materials.
- Oversees the distribution of student/parent and teacher handbooks.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards for student conduct. Enforces the student conduct code.
- Helps teachers with discipline issues. Prepares student conduct and discipline recommendations for the superintendent’s consideration.
- Oversees the supervision of building activities (e.g., student arrival/departure, loading buses, parking lots, lunch periods, hall duty, etc.).
- Oversees procedures governing student-driving privileges (*High School*).
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Provides for the supervision, scheduling, and evaluation of co-curricular and extracurricular non-athletic student activities.
- Works with the athletic director to improve the athletic program. Oversees scholastic eligibility verification and medical records maintenance functions (*High School/Middle School*).
- Coordinates district representation at athletic league meetings (*High School*).
- Works with special education staff to ensure the provision of services mandated by state and federal law. Participates in IEP meetings as requested.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Maintains visibility and participates in school activities as time permits.
- Supports parent organizations and supports student activities as time permits.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities to remain current with advances in education and organizational administration.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others. Exemplifies responsible leadership.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Articulates a clear vision and provides leadership to advance the change process.
- Delivers a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Interprets information accurately and initiates effective responses.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: supervises and evaluates assigned staff as authorized by board policy, administrative regulations, and contractual agreements.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.