
The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Principal (K-12)

Classification: Administration
Reports to: Superintendent
Evaluated by: Superintendent

Job Summary: Under the directive of the Board of Education and supervision of the Superintendent, the Principal provides instructional leadership to staff through activities including curriculum planning, review and implementation, and professional development. The Principal is responsible for the day-to-day building administration and the safety and welfare of students, staff, and activities. The Principal works to ensure a safe, pleasant, and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

Essential Duties and Responsibilities:

The K-12 Principal of Buckley Community Schools:

1. Interacts with students in a constructive manner to encourage each individual to perform at his/her highest level.
2. Serves as the academic leader for curriculum to ensure that educational standards and learning benchmarks are achieved at every grade level.
3. Coordinates the partnership with the Traverse Bay Area Career Technical Center and the Traverse Bay Area Special Education programs.
4. Shall work with the teaching staff to review current and develop new courses.
5. Assigns teachers to classrooms and students to classes.
6. In conjunction with the Superintendent, evaluates performance and effectiveness of programs and staff and coordinates professional development training for staff.
7. Maintains relations with parents, parent groups, school volunteers, and outside agencies.
8. Participates in district-wide activities, in-services, and committees as appropriate.
9. Implements policy and procedure changes from the Board of Education.
10. Establishes priorities for educational materials to meet the needs of students and staff.
11. Plans and supervises fire, tornado, and emergency preparedness drills in accordance with State and Federal guidelines.
12. Shall maintain active extra-curricular programs for students.
13. Conducts regularly scheduled meetings with the teaching staff.

14. Supervises the career and academic guidance program.
15. Appraises and evaluates new instructional materials with the Superintendent.
16. Assists the Superintendent in developing and maintaining the Master Calendar.
17. All other duties as assigned.

Knowledge and Skills Required:

1. Minimum of five years successful teaching experience preferred.
2. Dependable and of good moral character.
3. Knowledge of correct grammar, punctuation, and spelling and the ability to communicate in writing, via electronic means, on the telephone, and any other way (e.g. Twitter, Facebook, etc.).
4. Interpersonal relations and skills necessary to deal courteously and effectively while exercising tact with diverse groups of people, including the public, staff, students, parents, and vendors.
5. Skills necessary to make frequent public presentations.
6. Ability to make independent decisions and provide direction to others.
7. Ability to maintain confidentiality of matters relating to the job and District.
8. Skills to manage students and programs, communicate effectively, problem solve.
9. Knowledge of discipline procedures, education code, district policies.
10. Dependable and of good moral character.
11. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

Education and/or Experience

1. Master's Degree in Educational Administration preferred.
2. Valid administrative and teaching certifications.
3. All certificates, licenses, and requirements consistent with current State and Federal requirements.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

Revised June 12, 2011

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION
Page 3

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name

© **NEOLA 2013 and Buckley Community Schools**