

QUALIFICATIONS AND DUTIES OF PRINCIPAL  
(Job Description)

TITLE: Principal

QUALIFICATIONS: The Principal shall hold a valid Colorado teaching certificate and it is desirable he hold a Colorado Administrative certificate. He shall have at least two years of teaching experience. He shall have the ability to work with pupils, teachers, and the people of the community.

The Principal shall meet the following minimum educational and professional experience requirements;

1. Masters degree or its equivalent;
2. Graduate college credit in school administration;
3. Two years teaching experience.

RECRUITMENT: The principal shall be elected on the recommendation of the Superintendent.

REPORTS TO: Superintendent of Schools.

SUPERVISES: Directly or indirectly all employees of the district.

JOB GOAL: To assist the superintendent in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. To keep the Superintendent completely and continuously informed as to the conditions of the school and its activities therein;
2. To work cooperatively with the teaching staff for the best interests of the pupils;
3. To be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program;
4. To be responsible for the studying of curriculums the planning and adapting the courses of study to the needs and interests of the students;
5. To be responsible for the classification, promotion, and retention of students within the school;
6. The Principal shall be required to have a bus driver's license;
7. To provide adequate plan of action for the staff and pupils in case of fire, storm, etc. Drills must be held several times annually, once during the first month of the school term;
8. To provide for proper record keeping as it relates to student attendance;
9. To see that the school operates as near to the wishes of the Superintendent and the policies of the Board of Education as possible in the absence of the Superintendent;

10. To see that all school activities are scheduled and cleared or approved by the Superintendent;
11. To see that the rules of the school are enforced;
12. To supervise students' athletic activities at home and away;
13. To see that teachers, students and parents are informed of school functions;
14. To see that a set of rules are drawn up for teachers and students. These rules shall be in the form of handbooks for teachers and students;
15. To be responsible for the supervision of the teachers under his jurisdiction and shall submit teacher evaluations twice yearly, by November 15 and March 1, to the Superintendent;
16. The Principal shall have the authority to excuse any pupil upon verbal request by parents, if he deems it advisable, to leave the school premises before the regularly scheduled dismissal time;
17. The Principal shall have the authority to dismiss school, in the absence of the Superintendent, before the regular hour if he deems it necessary for the safety, welfare and health of the students;
18. The Principal is responsible for the disciplining of all students in accordance with the discipline code as established by the Board of Education;
19. The Principal is responsible for carrying out any and all duties as directed by the Superintendent.

Adopted: 7/15/80