

**NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: SCHOOL PRINCIPAL

Job Purpose Statement/s: Serves as the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Essential Job Functions:

- **Provides** leadership in the development, implementation and evaluation of educational programs.
- **Conducts** ongoing needs assessment and **provides** leadership for determining short and long-term goals and objectives of the educational programs.
- **Provides** for staff development of assigned personnel.
- **Assigns** all students in such a way that will encourage their optimum growth.
- **Supervises** and **evaluates** all assigned personnel.
- **Carries out** an effective program of community relations as a means of interpreting and promoting the school program.
- **Develops** school plan and organizational procedures for the health, safety and conduct of students.
- **Administers** discretionary and compensatory education budgets according to established school priorities.
- **Identifies** and **reports** conditions that require upkeep of buildings and grounds.
- **Complies** with district policy and state and federal laws.
- **Performs** in such a manner that district goals will be optimally achieved.
- **Coordinates** the development and implementation of federal and state funded programs at his/her site.
- **Performs** duties in accordance with current collective bargaining agreements.
- **Performs** a districtwide responsibility as assigned.
- **Supervises** and **monitors** all student fund-raising activities at his/her site to assure compliance with Governing Board policy and state rules and regulations.

- **Evaluates** all assigned personnel as required in collective bargaining agreement.
- **Provides** leadership for developing an effective home/school partnership.

Other Job Functions:

- **Perform** related duties as assigned.

Job Requirements - Qualifications:

- Experience as an assistant principal or principal is desired.

Skills, Knowledge and/or Abilities Required:

Skills to manage personnel and programs, communicate effectively, problem solve.

Knowledge of education code, district policies.

Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required: Appropriate Administrative Credential, Criminal Justice Fingerprint Clearance.