

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Building -Level Principal**

**QUALIFICATIONS:**

- a. Appropriate elementary/secondary certification.
- b. Bachelor's degree in elementary/secondary education.
- c. Master's degree in elementary/secondary school administration.

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Rural/Elementary/Middle/High School Certified/Non-Certified Staff

**JOB GOAL:**

To use appropriate leadership, supervisory, and administrative/management skills to promote the educational development of each student

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet the specific needs of his/her particular school.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administrative, management, and instructional patterns.
5. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
6. Supervises the maintenance and preparation of all required building level records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required, or appropriate to the school's administration. Assures these are prepared in a timely manner.
8. Works with members of the central office staff (business manager, assistant business manager, superintendent) on school problems of more than in-school importance, such as transportation, special services, etc.
9. Assumes responsibility for the implementation and observance of all board policies and school regulations by the school's staff and students.
10. Maintains active relationships with the community, parents, and students.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
13. Schedules classes within established guidelines to meet pupil needs.
14. Assists in the development, revision, and evaluation of the curriculum.

**WINNER SCHOOL DISTRICT 59-2  
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15. Supervises a guidance program that will enhance individual pupil education and development.
16. Maintains high standards of student conduct and enforces discipline as necessary, according full due process to students.
17. Attends special events held to recognize student achievement, and attends school-sponsored activities.
18. Supervises the maintenance of accurate records on the progress attendance of students.
19. Assumes responsibility for the attendance, conduct, and maintenance of health of the student population.
20. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional and state meetings, and through enrollment in advanced courses.
21. Supervises professional and non-professional staff assigned to the school.
22. Prepares the master teaching schedule and special areas of assignment.
23. Orients newly assigned employees and assists in their development as appropriate.
24. Evaluates and counsels all staff regarding their individual and group performance.
25. Conducts staff meetings to keep members informed of policy changes, new programs, etc.
26. Assists in the in-service orientation and training of teachers, with special responsibility for her/his building level staff.
27. Recommends, according to state law, the removal of a teacher or non-certified employee whose work is unsatisfactory or when the situation dictates. Works with Superintendent.
28. Makes arrangements for special conference between parents and teachers.
29. Represents himself/herself at all building level conferences for students on IEP's.
30. Assumes responsibility for the safety and administration of the school plant(s).
31. Supervises the daily use of the school facilities for both academic and non-academic purposes.
32. Plans and supervises fire and tornado drills and maintains an updated emergency/disaster preparedness program.
33. Makes certain that her/his building(s) complies with all accreditation provisions of the Department of Public Instruction (Division of Education), and North Central Association standards.
34. Asserts leadership in times of civil disobedience in school in accordance with established Board of Education policy.
35. Provides for the adequate inventories of property under her/his jurisdiction and for the security and accountability of that property.
36. Supervises all activities/programs that are outgrowths of the school system's curriculum.
37. Supervises and evaluates the school building(s) extracurricular program. Works with the activities director.

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



38. Cooperates with college/university officials regarding teacher training and preparation.
39. Responds in a timely manner, to all written and oral requests for information.
40. Assumes responsibility for all official building level correspondence and news releases. Coordinates this responsibility through the superintendent's office.
41. Organizes and administers the public relations program for her/his school(s).
42. Serves as a member of such committees and attends such meetings as directed by the superintendent.
43. Delegates authority to responsible personnel in his/her absence from the building.