

# VERONA AREA SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>Position Title:</b>	Principal
<b>Department/Location:</b>	School
<b>Reports To:</b>	District Administrator
<b>Employees Supervised:</b>	Associate Principal(s) (if applicable), Teachers, Support Personnel
<b>Interrelationships:</b>	Works closely with teachers, students, other administrators, support personnel, parents, and community members.

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### **Position Summary:**

This position provides the instructional and managerial leadership in the development and implementation of educational programs for students in a K-12 building environment.

### **Position Duties:**

#### **Essential Job Functions:**

1. Formulate objectives, plans and programs that are necessary for the proper functioning of the school. Example of tasks include: establishing/implementing annual action plans related to district strategic plan, develop long range plan for educational programs, develop facility use plan, develop master schedule for students and staff, prepare yearly budget plans, and develop yearly staff development which contribute to the district's overall goals.
2. Organize and coordinate instructional and managerial activities relating to the school. Example of tasks include: organize/administers instructional/curricular activities, coordinates schedule for all community activities in the school, coordinates all services/programs designed to promote student health, safety, and wellness, coordinates budget development process with building staff, and assists in the development of equitable district elementary/secondary services and programs.
3. Screens and selects staff including teaching, office and educational assistants. Example of tasks include: identifying opening, reviewing applicant materials with selected committee, interviewing final candidates with selected committee, conducting reference checks, and recommending a candidate to the board of education for hiring. Also, works in conjunction with the Director of Pupil Services to screen and select special education needs staff.

4. Supervisory responsibilities include but not limited to all students and student activities, maintenance of student records in accordance with state and national laws, preparation of reports, records, lists and all other paper work required or appropriate to the school's administration.
5. Enhance a positive building climate by modeling a positive attitude, providing positive feedback and promoting activities that unify the staff and student body.
6. Make recommendations to the District Administrator and/or board of education, and parent groups that facilitate the accomplishment of school and district goals.
7. Provide effective/appropriate communication linkages for students, staff, parents, community, other building administrators, central administration, and board of education.
8. Evaluates teaching and support personnel, instructional and co-curricular programs and assists in the evaluation of district wide curricular programs.

**Other Duties:**

1. Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in the school.
2. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
3. Attend required meetings and participate actively in any work group, training or committee assignments.
4. Influence the direction of state and national organizations.
5. Completion of other duties as assigned by the district administrator.
6. Know, understand and follow applicable district safety policies and procedures, including but not limited to: proper lifting techniques, use of equipment such as paper cutters, exposure to limited classroom chemicals used for cleaning, and safety of self and others when student may become physical.

**Qualifications:**

1. Education: licensed school principal grades K-12.
2. Availability to collaborate with others, highly organized, excellent communication skills and strong background in time management.

**Personal Attributes Required:**

Must be highly organized and be able to work with nominal direct supervision. Must enjoy detail oriented work requiring a high level of accuracy. Must have good written and verbal

communication skills. Must be well organized and demonstrate initiative. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness and accuracy. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

### **Essential Physical/ Mental Requirements:**

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally up to 50 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building, including driving a vehicle.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, printers, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the District. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.