**Valentine Community Schools**

**Principal Job Description**

**It is the policy of Valentine Community Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.**

1. Job Title: **Principal**
2. Department: Administration
3. Education Level/Qualifications:
   1. The Principal shall have an appropriate administrative certificate as issued by the Nebraska Department of Education. Candidates may be screened provisionally for desirable personal and professional qualifications by a selection committee as designated by the Superintendent of Schools and Board of Education.
   2. The Principal shall have knowledge of current school issues including but not limited to the following:
      1. Curriculum development and implementation
      2. Assessment, testing, and accountability procedures and requirements
      3. Budget planning
      4. Class scheduling
      5. Building management
      6. Staff evaluation
      7. District policies
      8. School laws
      9. Management of staff and students.
4. Appointment: As recommended by the Superintendent of Schools and by a majority vote of the Board of Education.
5. Job Responsibilities:
   1. Valentine schools shall be under the direct administrative and supervisory control of the designated Principal and such necessary assistants as may be determined by the needs of the school district.
   2. The Principal shall perform all duties pertaining to the position under the supervision of the Superintendent.
   3. The Principal shall be responsible for the instructional program and instructional activities, and the day-to-day work of the school.
   4. The Principal shall be responsible for the discipline and behavior of all students while under control of the school, the protection of the school property, and the safety of all students and school personnel.
   5. The Principal shall have immediate authority over school custodians, service employees, and any other personnel while in the school. The Principal shall be immediately responsible for the maintenance of the building and the proper operation of the school plant.
6. Performance Responsibilities:
   1. Shall have shared responsibilities with the Superintendent in making recommendations regarding hiring, continued employment, or termination of employment of certificated and non-certificated employees.
   2. Supervise all academic matters and support administratively activities and confer with such sponsors.
   3. Be responsible for, and shall have direction over the discipline of all students and shall have primary responsibility and authority regarding recommendation and implementation of student exclusion from school. In the event that a suspension or expulsion of a student becomes necessary, the Principal shall use appropriate due process and shall forthwith make a full written report to the parents or guardian of the student.
   4. Work cooperatively with the other principals, activities director, and Superintendent in the planning, development, and coordination of curricular and instructional matters.
   5. Actively participate in recommendations and planning regarding solution of District-wide issues, concerns, or problems.
   6. Oversee and approve a Master Schedule in cooperative with the Guidance Counselor and the assignment of teachers and students into such Master Schedule. Be responsible for assisting in the development of the curriculums, and in planning and adopting the courses of study to the needs and interests of the students.
   7. Organize fire drills in accordance with State Law.
   8. Oversee the assignment of substitute teachers and report teacher absence to the Superintendent’s office.
   9. Supervise and develop a teacher handbook and a student handbook in accordance with Board of Education policy.
   10. Be responsible for classification and placement of all students and for maintenance of proper records pertaining to absences, make-up work, and attendance based on Board policy and statute.
   11. Provide for the maintenance of up-to-date student cumulative record files.
   12. Be responsible for care and safekeeping of the school building and grounds such as furniture, books, equipment, supplies and other school property.
   13. Assist in the preparation of necessary forms and reporting for the Board of Education, Nebraska Department of Education, and/or other Federal reporting.
   14. Assist in the preparation of the school calendar.
   15. Conduct staff meetings and provide in-service to keep staff informed of policy changes, new programs, and other appropriate developments as they occur.
   16. Maintain good public relations with the community and for utilizing community resources to enrich the learning program.
   17. Develop and enforce school regulations in accordance with current local and state policies.
   18. Communicate with parents or guardians concerning academic progress of students on a regular basis
   19. Appraise and evaluate the instructional program on an ongoing basis. The Principal shall view supervision and evaluation as a tool to improve instruction in the classroom.
   20. Certificated staff shall be evaluated in accordance with established procedures as defined in the process and procedures for certificated staff evaluations and state statute.
   21. Establish regulations, in conjunction with the Superintendent, and approved by the Board of Education consistent with policies, rules, and regulations adopted by the Board of Education.
   22. Attend education meetings and conferences deemed to be beneficial to the school.
   23. Meet Professional Growth Requirements of state statute and District policy.
   24. Assist the Activities Director with supervision at all home non-academic activities unless supervision duties require the Principal to be elsewhere. Assistance with supervision at away academic and non-academic activities is at the discretion of the Administrative Team.
7. Other:
   1. Effective oral and written communication skills
   2. Ability to establish working interpersonal relationships
   3. Effective skills in decision making, organization and conflict management
   4. Ability to work extended hours and weekends
   5. Ability to deal with stress

**G**. **Physical Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Never  0% | Occasional  1-32% | Frequent  33-66% | Constant  67% + |
| A. | Standing |  | X |  |  |
| B. | Walking |  | X |  |  |
| C. | Sitting |  |  | X |  |
| D. | Bending/Stooping |  | X |  |  |
| E. | Reaching/Pushing |  | X |  |  |
| F. | Climbing |  | X |  |  |
| G. | Driving |  | X |  |  |
| H. | Lifting |  | X |  |  |
| I. | Carrying |  | X |  |  |
| J. | Manual Dexterity |  | X |  |  |

**H. Working Conditions**

1. Inside
2. Primary work is in climate controlled office
3. Hazards: Some stairs in some buildings, exposure to communicable diseases

**All school employees are governed by the policies of the Valentine Community Schools Board of Education that pertain to their position.**