

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Principal**

Department / Location: Various Schools FLSA Classification: Exempt

Supervisors Title: Administrator of Schools Contract: 245 Days

Administrator Approval: _____ Date: _____

ADA Review: Janele Martin Date: 6-7-17

Human Resources Approval: Burt Bay Date: 6-7-17

Superintendent Approval: Johns Date: 6/7/17

Original date: 04/85 Revised: 08/92 Revised: 08/09 Revised: 04/11 Revised: 06/17

GENERAL FUNCTION

The **Principal** of a school is responsible for providing leadership and direction in all matters pertaining to the educational programs and practices of the school, including the operation of the school and the proper involvement of parents and community members in the planning and decision making process.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Develop, implement and manage appropriate school and assigned District budgets to provide fiscal accountability.
- Assist in the preparation and presentation of reports and recommendations to the Board of Education (Board) regarding the activities of the administrative area of the District and to assist in responding to the requests of the Board as required.
- Provide leadership and direction in all matters relating to the educational programs and practices of the school, including:
 - Keeping abreast of trends and developments in curriculum and instruction.
 - Determining educational needs.
 - Supervising the implementation of instructional programs.
 - Monitoring the effectiveness of instructional and projects.
 - Managing District, state and federal programs and projects.
 - Developing, implementing and supervising instructional programs.
- Provide leadership and direction to the operation and activities of the local schools and to comply with Board goals, policies and guidelines.
- Implement the District system for properly assessing and reporting pupil progress to parents.
- Manage the development and implementation of appropriate programs to maintain appropriate student behavior and discipline.
- Administer enrollment and attendance policies and procedures and establish and maintain proper student records.
- Disseminate and interpret information to employees and media concerning the programs and activities of the local school and to respond to community problems and concerns as required.
- Implement, in support of the District-wide program, a systematic approach to public relations and communication with the community and District employees.
- Provide professional leadership to the community in educational matters and to effectively use parent and community volunteers and ad hoc parent advisory committees.
- Provide leadership and direction in implementing the personnel policies and programs that pertain to the staff of the local school. Assist the Human Resource Department in the employment and/or discipline of school personnel.
- Provide leadership and direction in the implementation of a comprehensive staff development program for personnel of the local school.

- Develop and implement policies, guidelines and procedures for the effective utilization of the physical facilities of the school.
- Manage the reproduction, distribution, utilization and inventorying of instructional related materials. Follow District procurement guidelines.
- Establish, maintain and protect records and required information in a secure location. Maintain confidentiality of all student and employee information.
- Assist in the development of school boundaries and the coordination of the assignment of students to schools.
- Implement and monitor Federal/State programs and projects to ensure compliance.
- Develop, implement and evaluate short and long-range planning procedures, utilizing appropriate management systems and accountability procedure within the schools.
- Represent the District at local, State and national meetings and participate in professional organizations where appropriate.
- Will be required to attend meetings, events and activities outside of normal work hours on a regular basis.
- Required to travel to District schools or other locations using own transportation.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- Three (3) years of administrative experience preferred which may include a one year full-time administrative internship.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to provide leadership and direction in all matters relating to the educational programs and practices of the school.
- Ability to manage the development and implementation of appropriate programs to maintain appropriate student behavior and discipline.
- Ability to manage appropriate budget allocations to provide fiscal accountability in the school.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization of the physical facility of the school.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is frequently required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*