

## Position Guide Dawson County School System

<b>Title:</b>	
Principal	
<b>Date Approved:</b>	<b>Date Revised:</b>
2/12/90	1/10/05
<b>Reports To:</b>	<b>Terms of Employment:</b>
Superintendent	12 months
<b>Supervises:</b>	<b>Pay Schedule/Grade:</b>
Students, Teachers, and Staff	State + Admin. Supplement
	<b>Descriptor Code:</b>
<b>Qualifications:</b>	
Master's Degree; Leadership certification in Administration and Supervision; At least 3 years of successful employment in public school administration and at least 2 years of successful experience as a classroom teacher	

**Superintendent**



**Principal**



**Faculty and Staff**

**Performance Responsibilities:**

- Establish and maintain an effective learning climate in the school.
- Program classes within established guides to meet student needs.
- Supervise the guidance program to enhance individual student education and development.
- Establish guides for proper student conduct and maintaining student discipline.
- Initiate, design, and implement programs to meet specific needs of the school.
- Establish and maintain favorable relationships with local community groups and individuals to foster understanding solicit support for overall school objectives and program.
- Orient newly assigned staff member and assist in their development as appropriate.
- Coordinate and supervise, with appropriate supervisors, such support services as maintenance, custodial, security, food services, recreational programs, financial and accounting functions, library activities, etc.
- Implement and supervise the school's special education programs.
- Assume leadership in recognition of student achievement and direct and attend school sponsored activities, functions, and athletic events.
- Evaluate and counsel all staff members regarding their individual and group performance.
- Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Participate in administrators' meetings, and such other meetings as are appropriate.
- Monitor expenditure requests and maintain and control the various local funds generated by student activities.
- Work with various members of the central administrative staff on problems of importance, such as transportation, special services, etc.
- Conduct staff meetings to interpret board policies and administrative directives, and to discuss and resolve individual student problems.
- Keep the superintendent informed of the school's activities and problems.
- Keep abreast of changes and developments in the profession.
- Assume all other duties as assigned by the superintendent or designee.