



7. Ensure effective and quick resolution of conflicts.
8. Instill conflict resolution strategies in solving problems.

### **School or Organizational Improvement**

9. Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission.
10. Identify, analyze, and apply research findings (e.g., effective school levers) to promote school improvement.
11. Develop and set annual campus performance for the campus planning process and site-based decision-making committee. Monitor progress made on campus improvement plan.
12. Develop, maintain, and use information systems and records necessary to show campus progress on accountability measures.

### **Personnel Management**

13. Interview, select, orient, and maintain new staff. Approve all personnel assigned to campus positions.
14. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
15. Observe employee performance, record observations, and conduct evaluation conferences with staff.
16. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus.
17. Work with campus-level planning and decision-making committees to plan professional development activities.
18. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

### **Management of Fiscal, Administrative, and Facilities Functions**

19. Comply with district policies and regulations as well as state and federal laws affecting the schools.
20. Develop campus budgets based on documented program needs, estimated enrollments, personnel, and other fiscal needs. Maintain fiscal control. Accurately report fiscal information.
21. Ensure that all physical and computerized reports, records, including attendance and textbooks, and other documents are compiled, maintained and filed.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
23. Attend, participate, and lead PLCs, ARDs, 504s, and RTI meetings as appropriate.
24. Direct and manage extracurricular and intramural programs including management of multiple funds.

### **Student Management**

25. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
26. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
27. Conduct conferences about student and school issues with parents, students, and staff.

### **Professional Growth and Development**

28. Develop professional skills appropriate to job assignment.
29. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

### **School or Community Relations**

30. Embrace and promote cultural diversity on campus and in the community.

31. Articulate the school's mission to the community and solicit its support in realizing the mission.
32. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.
34. Attend campus and community events as required.
35. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
36. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.

**Other**

37. Maintain confidentiality.
38. Follow safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting, occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel; occasional prolonged and irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Print Name

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Signature

\_\_\_\_\_  
Date