

BROOKVILLE LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** PRINCIPAL

**File 104**

**Reports to:** Superintendent

**Job Objectives:** Serves as the school's head administrator. Provides staff leadership. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.

**Minimum Qualifications:**

- Valid Ohio principal's license appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Meets all prerequisite qualifications to be bonded.

**Essential Functions:** <sup>1</sup> The following duties and responsibilities are representative of performance expectations.

- Directs the effective delivery and continuous improvement of educational programs and services to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains effective communications with staff to resolve problems and ensure progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Ensures that financial activities in the building are properly documented (e.g., petty cash, student activities, etc.).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Develops a master schedule. Ensures the equitable distribution of workloads and extra assignments. Ensures that classrooms are covered during teacher absences.
- Prepares and distributes a building calendar. Observes established school hours.
- Oversees the scheduling and evaluation of school events and extracurricular activities.
- Works with the athletic director to improve the athletic program. Coordinates district representation at athletic league meetings. Oversees scholastic eligibility verification and medical records maintenance functions. (*HS/MS Assignment*)
- Enforces applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.

- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
- Participates in parent conferences and IEP meetings as requested.
- Communicates high expectations and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.
- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues. Administers student discipline procedures (e.g., recommendations, hearings, appeals, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Oversees staff supervision of student activities (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Oversees procedures governing student-driving privileges. (*HS Assignment*)
- Oversees procedures to ensure that all medicines are stored and dispensed safely.
- Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Provides opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Protects the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, regional, and local activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required: <sup>2</sup>**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.

- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended, evening, and/or weekend hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Brookville Local School District Board of Education.

The Brookville Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*Revised: August 2002*

<sup>1 & 2</sup> *A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential job functions. Duties and responsibilities shall comply with terms of negotiated agreements and all applicable state and federal laws.*