

**GODDARD USD 265**  
**CERTIFIED JOB DESCRIPTION**

**POSITION:** Special Day School Building Principal

**RESPONSIBLE TO:** Superintendent or Designee

**EVALUATED BY:** Superintendent or Designee

**TERMS OF EMPLOYMENT:** Board of Education Policy

**JOB DESCRIPTION:** The building administrator is responsible for administration and educational leadership in the building assigned; ensuring compliance in correlation with special education law and Cooperative procedures, enforcing District policies, procedures, and practices established by the Board of Education and supported by the administration.

**ESSENTIAL DUTIES:**

1. Makes fiscal, administrative, and instructional decisions as assigned for designated building.
2. Meets with central administrative staff, Cooperative Council of Superintendents and Board of Education, make reports as required, and carries out instructions of the Superintendent of Schools and/or the Director of Special Education.
3. Submits annual budget requests which reflect cooperative staff planning, accounts for any and all funds associated with the school; prepares / submits state, central office, or Board of Education/Cooperative reports as required.
4. Promotes and enforces USD/Cooperative policies, regulations, and practices as they pertain to the learning environment for students, support for staff, and building operations.
5. Establishes a set of standard operating procedures and routines.
6. Establishes rules for providing proper order in the building and on school grounds; submits rules to the Superintendent of Schools and director of Special Education for approval; then, to the Board of Education for final adoption.
7. Selects highest qualified staff to fill vacancies; directs and supervises supplemental activity contracts.
8. Supervises / evaluates staff including certified instructional and classified employees designated to be under his / her jurisdiction.

9. Plans, devises, and communicates all schedules of school operations with the approval of the Superintendent and Director of Special Education, unless safety or welfare of students demands alternative measures.
10. Schedules school, class, or extra-curricular activities and coordinates with other district administrators.
11. Communicates and interprets school policy and practices to parents, students, and the public; implements continuous program of public relations and information concerning programs, services, and activities.
12. Keeps and secures accurate and complete class and student records and registers, giving direction on safekeeping and accuracy standards.
13. Supervises all non-academic as well as academic activities placed under his/her jurisdiction; promotes health and safety policies and / or regulations.
14. Provides and monitors school ground surveillance; ensures that individuals who remain on grounds are authorized to do so.
15. Authorizes requisitions originating in the building; safeguards and maintains supplies and equipment as per district policy / regulations.
16. Attends / supervises local and away school activities (or designates qualified staff).
17. Investigates and mediates complaints of all kinds and refers building level cases to the Superintendent or Director of Special Education as appropriate.
18. Utilizes technology, including but not limited to, office computer and administrative management software.
19. Designs, schedules, and oversees a comprehensive educational program to access best instructional procedures and ensure the delivery of FAPE through student Individual Education Programs (IEPs).
20. Instigates, promotes, and assists in curriculum and SEL improvement; makes regular classroom visits, encourages planning and continuous study on trends, organizes faculty sessions for improvement and problem solving as requested by the superintendent or his/her designated representative.
21. Supervises and approves staff and individual professional development goals and objectives.
22. Directs compilation and security of accurate student records including, but not limited to, attendance, academic, activities, financial, discipline, permanent cumulative, IEPs, student evaluations, and personnel.
23. Authorizes student absence or dismissal prior to regularly scheduled time based on written authority of parent and consistent with Board of Education policies.
24. Promotes teacher contact with parents in school / home conferences where student's learning may be facilitated.
25. Supervises administration of state and standardized tests to students as required.
26. Facilitates implementation of the strategies of the School Improvement Plans.
27. Serves as an advocate and spokesperson of the school to all stakeholders
28. Ensures that the faculty and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school culture.

**PROFESSIONAL DUTIES:**

1. Demonstrate compassion, patience, and understanding of the diversity of all students. Students are treated with dignity and respect in all school settings.
2. Attend and participate in assigned staff/team meetings.
3. Attend and participate in assigned district and building professional development and activities.
4. Develop and implement an individual plan for professional growth.
5. Meet assigned building and district responsibilities.
6. Implement and support building, district, and state initiatives.
7. Acknowledge and adhere to building and district policies, procedures, and regulations.
8. Present self in a professional manner.
9. Follow appropriate channels in resolving concerns and problems.
10. Be punctual and reliable in the professional setting.
11. Cooperative, supportive, and respectful of students, families, and colleagues.
12. Maintain proper care and inventory of all district issued resources.
13. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

#### **REQUIRED QUALIFICATIONS:**

Shall have or be eligible for appropriate Kansas building level certificate. No less than a Masters degree. Special Education background is preferred, but not required. Requires proficiency in fiscal management, school and personnel administration, educational leadership, public relations, and communications

#### **ATTENDANCE REQUIREMENTS:**

As required in contract and School Board Policy.

#### **PROFESSIONAL DUTIES:**

1. Demonstrates support of district mission, goals, and objectives.
2. Demonstrates proficiency in fiscal management and school administration, personnel management, and public relations.
3. Demonstrates ability in educational leadership, planning coordination, communications, decision-making, diplomacy, counseling, and organizational support.
4. Demonstrates capability to establish and maintain a positive climate for learning through appropriate discipline methods and practices.
5. Develops a plan for professional growth that will be evidenced by recorded efforts.
6. Meets standards for essential duties in a timely, sensitive manner as outlined by the Superintendent of Schools.
7. Demonstrates strict confidentiality as to all information concerning students, parents, teachers, administrators and employees of USD 265.

8. Maintains open lines of communication and works in a cooperative manner with all building administrators in the district. Meets with all building administrators on a monthly basis to discuss professional issues effecting the overall management of the educational process.

**PERFORMANCE ASSESSMENT:**

Performance will be assessed by the Superintendent of Schools or designee in accordance with approved district and state policies and regulations.

All duties and expectations for this job description will be in compliance with the administrator's contract.

I have received and read this job description.

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Building Administrator's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

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Date