

RED HOOK CENTRAL SCHOOL DISTRICT

JOB DESCRIPTION: SCHOOL PRINCIPALS

QUALIFICATIONS:

- A valid New York Principal's Certificate.
- A minimum of four years experience as a classroom teacher.
- Any other requirements that the Board may deem appropriate.

REPORTS TO: Superintendent of Schools

SUPERVISES: All professional and non-professional employees in his/her building.

JOB GOAL: Efficiently effect quality education in his/her building by using all resources available to him/her.

PERFORMANCE RESPONSIBILITIES:

General Functions

1. Initiates and assists in the ongoing improvement of the school curriculum in conjunction with the Superintendent of Schools.
2. Assists in the evaluation of the school program.
3. Communicates regularly with central office on all pertinent matters.
4. Supervises the pupil progress reporting system.
5. Carries out the policies of the school board and administrative directives and complies with the rules and regulations set forth under the laws of New York.
6. Initiates a good public relations program.
7. Supervises record keeping in the school.
8. Enforces the rules and regulations of the School Board and the Superintendent.
9. Schedules activities, workshops and conferences for teachers during and after school hours but not at such time that will conflict with meetings called by the Board of Education and/or Superintendent.
10. Advises the Superintendent in all matters pertaining to his/her building, curricula and staff.
11. Initiates communication between himself/herself and the Director of Operations and Plant in order to assure that a good maintenance program is carried out in the building.
12. Devises and continuously improves programs for the orientation of new teachers and professional improvement of all teachers in his building.
13. Consults regularly with and coordinates the services of the resource personnel so that all classroom teachers may receive effective assistance.
14. Establishes and maintains an effective learning climate in the school
15. Assumes leadership in the direction of the school's curriculum and extra curricular activities
16. Develops procedures for communication between the home and the school and continuously endeavors to create a better understanding of the purposes and procedures of the school.

GENERAL RESPONSIBILITIES:

1. Assumes responsibility for the safety and welfare of all students and personnel in his/her building.
2. Supervises student attendance and the school register.
3. Organizes and supervises graduation exercises (High School).
4. Supervises the methods of instruction, modes of discipline and fitness of the teachers for the work which they are assigned.
5. Evaluates all teachers and other personnel under his/her jurisdiction and keeps a written record of said evaluations. He/she shall be responsible to forward such evaluation to the Superintendent.
6. Plans and designs the schedule for the school year, assigns teachers to appropriate positions and schedules other duties and responsibilities other than classroom (hall duty, study hall, bus duty, etc.).
7. Supervises the interscholastic and/or intramural athletic program of the school and makes recommendations to the Superintendent of the personnel necessary to carry out these programs.
8. Supervises the discipline of all students assigned to his building, subject to the requirements of the School Board and the Superintendent.
9. Prepares a budget as required by the Superintendent, implements the budget when approved and works within his/her budget.
10. Conducts staff meetings to keep members informed of policy changes, new programs and the like.
11. Arranges for substitute teachers and substitute staff as needed.
12. Supervises custodial, maintenance and cafeteria personnel and coordinates activities within the school.
13. Performs other tasks and assumes such other responsibilities as the Superintendent may assign or delegate.