



PURPOSE:

- By use of leadership, supervisory and administrative skills, to manage assigned school so as to promote the education development of each student.

REPORTS TO:

- Director

QUALIFICATIONS:

- Three years teaching experience at the appropriate level and appropriate Oregon Administrative Credential.

ESSENTIAL FUNCTIONS:

- Supervision and Evaluation of Licensed and Classified Staff
- Student Performance
- Public Relations
- Community Liaison
- Team Development
- Instructional Leader

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

GENERAL RESPONSIBILITIES

- Interpret and administer the programs, philosophy and policies of the state and the district to the staff, students, and the community at large.
- Establish and maintain channels for communication and interaction between administration, staff, students, and parents.
- Assess and monitor the needs of students and the community and implement changes in schedules, curricular offerings and program(s) to meet those needs.
- Coordinate the development and maintenance of the yearly budget.
- Utilize the district guidelines to provide adequate accounting methods to ensure budget control.
- Perform staff evaluations and coordinate related in-service for the betterment of instruction.
- Provide consult and leadership to individual students and student groups. Assist in the recruitment, screening, hiring and assigning of certificated and classified personnel.
- Coordinate the development and maintenance of accurate up-to-date inventories of equipment and supplies.
- Develop and maintain faculty and student handbooks to assist in the implementation of Board policy.
- Develop and administer a system dealing with student discipline that will ensure each student an equal right to learn.
- Coordinate maintenance and cleaning of the building and facilities to ensure adequate service for the maximum number of years and to provide a safe and healthy environment for our students and staff. All school facilities should be inspected once a week.
- Coordinate curricular and extra-curricular/extra-duty assignments to provide the best possible over-all educational opportunities and supervision for our students.
- Approve and schedule all facility use requests by other schools or community groups.
- Coordinate athletic programs and policy in all areas involving students.
- Manage accounting and disbursement of student body funds.
- Perform such other tasks and assume other responsibilities as may be required to ensure an educational program that is beneficial to all students.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Director or the Superintendent.



Eagle Point School District 9 Job Description – Elementary Principal

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- Establish and maintain harmonious relationships with students, fellow employees, and the general public.
- Maintain short and long term goals and vision and communicate those.
- Organize the school to fulfill the District's vision and mission for student success.
- Organize the school to ensure the safe operation for students and staff.
- Ensure that high quality instruction takes place in all classrooms.
- Manage budget to insure that programs receive the basic supplies to fulfill their functions.
- Other duties as assigned by Director.

RATE OF PAY:

According to Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013