

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD AM 103  
Updated September 2009

**Position Title:**        **Building Principal**

**Qualifications:**

- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.
- Masters Degree and certification by the State of Wisconsin appropriate to the position.

**Immediate Supervisor:**            District Administrator

**Position Function:**

The Building Principal, under the supervision of the District Administrator and pursuant to the rules and policies adopted by the Board of Education of the Tri-County Area School District, shall be responsible for the administration and operation of the attendance center to which he/she is assigned.

**Knowledge, Skills and Abilities:**

- A. Communicate ideas and directives clearly and effectively.
- B. Work harmoniously and effectively with individuals and group.
- C. Demonstrate a thorough understanding of and experience in sound management practices.
- D. Maintain a strong and current academic background in education and administration.
- E. Able to delegate authority while maintaining accountability.
- F. Experience in and knowledge of effective team management strategies.
- G. Assist in the development of long and short-range district goals and set appropriate educational priorities.
- H. Be an advocate for the school system and state.
- I. Provide a positive leadership example for district personnel.

**Specific Responsibilities:**

1. Responsible for the planning, management, operation, and evaluation of the education program offered at the attendance center to which the principal is assigned (pursuant to the policies adopted by the Board of Education).
2. Submit recommendations to the District Administrator regarding the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to the attendance center.
3. Understands and consistently adheres to the state legal statutes and local school district policies.
4. Exercises full responsibility for the organization and administration of all activities, personnel, physical facilities, and supplementary services within the assigned building.
5. Serves as a liaison between the school, staff, students and the community.
6. Shares responsibility for the recruitment and selection of staff members.
7. Determines appropriate schedules for students and teachers.
8. Recognizes and supports the educational value of team management.
9. Implements negotiated contracts which have been agreed upon by the Board of Education and the employee units.
10. Administers the safety and security procedures for the building, equipment, grounds and transportation.
11. Assumes responsibility for administering the instructional budget in assigned building.
12. Demonstrates a student-centered philosophy of education and considers the welfare of students as a paramount responsibility.
13. Assumes the leadership role in developing philosophy, teaching strategies and techniques.
14. Demonstrates knowledge of curriculum, shows balanced concern for all subject matter areas and activity programs.
15. Assists in creating a favorable working atmosphere within the building that is conducive to optimum growth and learning.
16. Works with the staff in designing and providing effective inservice programs.
17. Promotes student and staff feelings of personal worth.
18. Maintains professional growth through workshops, seminars, conferences, and personal reading.
19. Studies and evaluates current programs in education and works with the instructional staff to implement those programs consistent with the goals and objectives of the school district.

20. Contributes to the profession through active participation in professional organization activities.
21. Establishes and administers rules and regulations pertaining to the welfare and management of students.
22. Maintains accurate records and reports.
23. Organizes and administers all student activity programs.
24. Works with the instructional staff in recommending promotion-retention-graduation policies.
25. Coordinates budget development and makes recommendations for programs, staff and building needs.
26. Conducts continuous supervision and provides written evaluations for all classroom teachers according to timelines set by the Master Agreement. Also, provides supervision and evaluation of other building personnel and recommends staff assignments, promotions, transfers, or dismissal to the District Administrator.
27. Evaluates curriculum programs through testing, observations and analysis.
28. Develops programs for evaluating student progress towards stated instructional objectives.
29. Interprets learning programs and board policies to the community.
30. Provides information to students and parents about school programs and services.
31. Provides opportunity for parent and resident involvement in advisory and volunteer groups.
32. Serves as an intermediary between staff and other administrators.
33. Utilizes resources in the community to enhance learning when appropriate.
34. Maintains an awareness of factors outside the school which affect the school structure.
35. Maintains an open line of communication with the staff.
36. The principal shall perform such other duties as may be assigned by the District Administrator.

**Evaluation:** Evaluation of this position will be done by the District Administrator.

**NOTE:** Same as Policy Code #232