

Policies of the Board of Education

Section C: General School Administration

300.11

QUALIFICATIONS AND DUTIES OF THE PRINCIPAL

QUALIFICATIONS:

1. Certification as required by the State of Wisconsin.
2. Minimum of five years teaching experience.
3. Any other qualifications/alternatives the Board may deem necessary or desirable.

GENERAL FUNCTIONS:

The Principal, under the supervision of the District Administrator, has the responsibility for the organization, administration, and supervision of the elementary school. The Principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the District Administrator and the Board of Education.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. LEADERSHIP

Has knowledge in areas of curriculum, supervision and administration.

Sets educational goals for the elementary school which reflect district goals.

Communicates school philosophy as well as own philosophy.

Delegates appropriate responsibilities and authority to staff.

Establish and maintain an effective learning climate in the school.

B. HUMAN RELATIONS

Establishes and maintains constructive relationships with staff and residents of the Lake Country District.

Be available to work with individuals and groups toward common goals.

C. CURRICULUM AND STUDENT ACTIVITIES

Provide for the development and continuing assessment of the curriculum.

Be responsible for the implementation of program development.

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Provide each student with the opportunity for optimum learning.

D. PERSONNEL

Participate in the selection of staff members.

Supervise, observe and evaluate staff according to district policies.

Develop and implement, in coordination with District Staff Development Committee, an appropriate in-service program for the staff.

Supervise the coordination of services provided by resource personnel.

Be responsible for planning and holding periodic faculty meetings.

E. SCHOOL MANAGEMENT

Be responsible for the general management, discipline and supervision of the elementary school within the framework of established board policies.

Develop the budget and administer the business management of the elementary program under the direct approval of the District Administrator.

Be responsible for keeping accurate records and preparing reports as required by board policies.

Be responsible for the operation of the elementary building and grounds, cooperating with the Supervision of the elementary Building and Grounds in supervision and direction of custodial personnel.

Plan and supervise fire drills and other emergency preparedness programs.

Schedule the use of the building as needed during the school day and cooperate in its use outside of school hours.

Maintain a school calendar of activities and events.

Prepare enrollment projection for the succeeding school year.

F. EXTERNAL RELATIONS

Work to maintain good public relations within the community.

Participate in professional activities on local, state and

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national levels to further personal inservice and professional growth.

Accept responsibility for furthering the educational profession and public education.

Perform such other duties as may be assigned by the district administrator.

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Adopted by School Board March 7, 1988

Revised January 25, 1993