

Policies of the Board of Education

Section E

Personnel

PRINCIPAL

500.33

Reports To:

Superintendent/District Administrator

QUALIFICATIONS:

1. Current Principal's license in the State of Wisconsin.
2. Master's degree in educational administration from an accredited university.
3. A minimum of three years of central office and building principal experience desired.
4. Alternatives to the above qualifications as the District Administrator may find appropriate or acceptable.

JOB GOAL:

To assist the District Administrator substantially and effectively in the task of providing leadership at Lake Country School in the following areas:

- curriculum development/improvement
- all teaching-learning activity
- organizational culture
- supervision and development of staff
- leadership

PERFORMANCE CHARACTERISTICS AND EXPECTATIONS:

1. This individual will be a team-oriented leader.
2. This individual will demonstrate a collaborative demeanor and facilitate a collaborative environment.
3. This individual will be an effective and timely communicator.
4. This individual will utilize data to make sound and effective administrative decisions.
5. This individual will develop and practice good leadership skills.

TEACHING/LEARNING

Under the direction of the District Administrator, this position:

1. Coordinates District curriculum development, evaluation, and monitoring process
2. Develops, implements and evaluates a District student achievement assessment program.
3. Assumes other program development/project leadership according to the needs of the District and as directed by the District Administrator.

ORGANIZATIONAL CULTURE

1. Utilizes continuous improvement techniques to foster collaborative environment among administration, staff, parents and students.
2. Models behavior to nurture high staff morale and strong District-community relations.

GENERAL RESPONSIBILITIES:

1. Serves upon assignment by the District Administrator as a resource person to various projects in the District and, as appropriate, provides leadership for those projects:
 - Career Professional – Peer Mentoring
 - Field Trip Endorsements/Logistics
 - District Assessment Program
 - Scheduling
 - Supervision
 - PTO
 - Communications
 - Other – as determined by the District Administrator and District needs
2. Responsible for the general management, discipline, supervision, evaluation of teaching staff and students Grades K-8, as well all teacher aides/instructional assistants.
3. Conducts regularly scheduled curriculum meetings with staff to coordinate District curriculum development, evaluation, and monitoring process
4. Keeps current in the developments and innovations in the field of education by reading current literature, attending professional society and association meetings and conference, and discussing developments and problems of mutual interest with the District Administrator and others in the field.
5. When designated by the District Administrator, serves as the chief administrative officer of the District, and/or the Principal in his/her absence.
6. Effectively communicates to the District Administrator in a timely manner, the requirements and needs of the District as perceived by staff members.
7. Attends meetings as directed and serves as an important resource to each (i.e. Negotiations Team, Administrative Team, Office Team, Staff Meeting, and others, as needed).
8. Attends Board meetings and prepares/submits reports and documents as required by the District Administrator and the Board. Prepares and submits reports and other documents as required by the District Administrator and/or the Board (i.e. enrollment projections, school surveys, testing overview, etc.).
9. Assists in the preparation and administration of the District's budget, prepares staffing recommendations and justifications for District Administrator review.
10. Represents the District Administrator at educational, civic and other functions at local or state levels when deemed advisable, or as directed.
11. Performs such other tasks and assumes such other responsibilities as the District Administrator may assign.

JOB DESCRIPTION REVIEW:

The individual in this position will review this job description on an annual basis to ensure accuracy, and will recommend modifications deemed appropriate to the District Administrator.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board May 22, 2007