

MARSHALL PUBLIC SCHOOLS

SERIES 200 ADMINISTRATION

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BUILDING PRINCIPAL (Job Description)

The goal of the building principal shall be to ensure that the best possible educational program be provided to the district's students given the human and material resources provided for that purpose. The building principal shall see that an appropriate educational atmosphere is provided for students to learn and for the educational process to take place.

Qualifications:

1. Proper certification as a building principal as required by state law.
2. At least a master's degree in educational administration, curriculum or a related educational field.
3. A minimum of three years of successful teaching experience, preferably at the level of assignment.
4. Experience as an educational administrator is desirable.
5. Knowledge of and experience in the development and evaluation of curriculum.
6. Knowledge of child growth and development.
7. Knowledge of and experience with the teaching and learning process.
8. Knowledge of and experience in the development and maintenance of a positive school climate.
9. Knowledge of and experience in the supervision and evaluation of professional and support staff.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Any additional qualifications established by the Board.

Responsibilities:

- A. *Instructional Program*** – The building principal shall:
1. Provide instructional leadership within his/her building.
 2. Foster curriculum development and implementation that is appropriate for his/her school level.
 3. Keep current with research and knowledge in the various curricular areas and make that knowledge available to staff.
 4. Assist teachers in the development of new instructional methods and/or curriculum by providing guidance and supervision.
- B. *Students*** – The building principal shall:

1. Monitor, supervise and evaluate student progress and behavior.
2. Oversee and assist in the scheduling process.
3. Oversee the maintenance of all student records.
4. *Maintain a safe education environment that facilitates student learning.*
5. *Use assessment data to create optimal learning opportunities for all students.*

C. Staff – The building principal shall:

1. Assign certified staff in accordance with the master agreement and Board policy.
2. Assign educational support staff in accordance with the master agreement and Board policy.
3. Be responsible for recommending the appointment of certified and support staff at his/her school level in keeping with Board policy and the master agreement.
4. *Execute district procedures for the supervision and evaluation of staff.*
5. *Provide guidance in the use and understanding of assessment data to foster optimal instructional practices for all students' needs.*

D. Fiscal – The building principal shall:

1. Develop, in cooperation with the Business Manager, the building level budget.
2. Monitor the building level budget during the school year.

E. Staff Development – The building principal shall:

1. Provide opportunities for professional growth and development of staff.
2. Attend conferences, meetings, classes, etc. to assure his/her own professional growth and development.

F. Operation/Building – The building principal shall:

1. *Ensure that the condition of the physical plant is conducive to learning.*
2. *In cooperation with the Superintendent, review and revise the Emergency Response Plan. Oversee implementation of emergency procedures within his/her building.*

G. Co-Curricular/Extracurricular Activities – The building principal shall:

1. Oversee the co-curricular and extracurricular programs in his/her building.
2. Recommend and assign coaching and advisor positions.
3. Supervise and evaluate all co-curricular and extracurricular programs with the assistance of professional staff.

H. Community – The building principal shall:

1. Communicate with the public through the use of news releases, bulletins, letters and related media.
2. Facilitate regularly scheduled site council meetings to including attendance of both parents/guardians and staff members.

I. General Administration – The building principal shall:

1. Attend regular and special Board meetings as requested by the Superintendent.
2. Provide input in the development of an administrative long-range plan which takes into account the educational, financial and staffing needs of the district.

J. Other – The building principal shall:

1. Perform all other duties as assigned by the Superintendent.

Legal References: Sections 118.24 Wisconsin Statutes
121.02(1)(a)
PI 3, Wisconsin Administrative Code

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