

## **MADISON LOCAL SCHOOL DISTRICT JOB DESCRIPTION**

Position:	Principal – JR/SR High School
Reports to:	Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	230
Description:	Serves as the instructional leader in the respective building. Responsible for day to day management of entire school building operation. Major areas of focus include personnel, students, parents, and public relations within the community.

\*Note: The below lists are not ranked in order of importance.

### **Essential Functions:**

- Ensure safety of students
- Implement and monitor all Board policies and regulations
- Supervise the operation of the buildings and school property at the assigned school building
- Establish and maintain a positive public relations program to the of your ability
- Direct, oversee, supervise, and evaluate the instructional programs and the work schedule for all assigned personnel
- Establish guidelines for proper student conduct, attire and discipline
- Responsible for monitoring and resolving problems with student attendance
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Conduct regular staff meetings
- Attend special events and functions of the district as directed by the Superintendent of his/her designee
- Oversee the maintenance of records and controls in the funds of the schools activity account
- Arrange for conferences between parents and teachers when appropriate
- Supervise the maintenance of student records

- Supervise and evaluate all certified and classified staff in accordance with the negotiated agreements
- Appraise the performance of teachers through class visits and conferences for the purpose of improving instruction and to assist teachers with their instructional problems
- Organize, administer, and direct all student activities
- Maintain control of all inventories, requisitions, distribution and accounting supplies, textbooks and equipment
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion, or retention of all students
- Direct and coordinate the classified staff assigned to the appropriate grade levels
- Plan and schedule educational assemblies and school activities for the student population
- Work with the director of curriculum and instruction in overseeing the instructional program
- Enforce the district code of conduct for students
- Oversee staff assignments and develop a master schedule
- Respond to and appropriately handle parent complaints
- Inform teachers and other employees regarding the purposes and policies of the school
- Prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent
- Assist in the selection, retention, and promotion of certified and non-certified personnel
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Assist the curriculum director in developing ongoing curriculum improvement for the applicable grade levels
- Coordinate in-service education programs for the school staff
- Coordinate work of special teachers who are assigned to the school
- Work cooperatively with the booster organizations
- Encourage and initiate school improvement programs and ideas
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, including personnel files and documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required

**Other Duties and responsibilities:**

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner

- Review teacher lesson plans
- Cooperate with juvenile court authorities, other law and social agencies
- Ensure that after-school activities are chaperoned and that the building is closed after such activities have concluded
- Report serious accidents, burglaries and incidents of an unusual nature to the proper authorities as quickly as possible
- Perform other duties as assigned by the Superintendent

**Qualifications:**

- Master's degree (M.A.) or equivalent
- At least 3 years certified teaching experience at the elementary, middle or high school levels
- Experience as a K-12 administrator and or central office experience in curriculum or administration
- Appropriate State of Ohio certification/license, OTES/OCES
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.