

Farmersville Unified School District

JOB DESCRIPTION

JOB TITLE: PRINCIPAL

General Description: The principalship involves administrative and supervisory responsibility for the school. The principal will plan, organize, develop and implement instructional goals and objectives; will develop the procedures and evaluating program activity and operations effectiveness.

Essential Duties and Responsibilities:

1. Supervise the school's educational programs.
2. Implement and observe all board policies and regulations for staff and students
3. Promote the development, revision, implementation, and evaluation of the curriculum
4. Supervise and evaluate all staff attached to the school
5. Participate in the recruitment, screening, hiring, training, assigning, and evaluation of all school staff
6. Assume responsibility for the safety and administration of the school plan
7. Delegate authority to responsible personnel for assistance in instructional programs and activities
8. Plan and supervise fire drills and emergency preparedness programs
9. Maintain high standards of student conduct and enforce student discipline
10. Assist in the development and planning of in-service education, workshops and staff training
11. Supervise the preparation of all school reports for the district office
12. Help develop/manage the school budget
13. Coordinate all school programs, including those federal and state funded, within their specific guidelines
14. Assume responsibility for attendance, conduct, and health/safety of students
15. Represent the school at all educational meetings and conferences
16. Supervise the maintenance/accuracy of all school records, student progress and testing
17. Act as liaison between the school and the community by arranging conferences, interpreting and encouraging community participation in school life
18. Coordinate all testing programs and help teachers interpret test results
19. Conduct meeting with staff and parents as necessary for the proper functioning of the school
20. Other duties as assigned by the superintendent or his/her designee
21. Supervise the preparation of student schedules
22. Supervise the preparation of the master schedule of classes and extra-curricular activities
23. Supervise/evaluate all extra-curricular activities
24. Supervise student progress toward meeting grade level requirements
25. Attend board meetings
26. Communicate to staff and members of the community regarding the function and progress of the school

Qualifications/Requirements:

1. Appropriate administrative credential
2. Master of Arts or Science Degree
3. Previous administrative experience (2 years minimum at secondary level)
4. Five years teaching at secondary level
5. Bilingual (English/Spanish) preferred

Board Approved: August 10, 1993