

# **BELLBROOK-SUGARCREEK BOARD OF EDUCATION**

## **JOB DESCRIPTION**

**Adopted: July 9, 2009**

<b>Title:</b>	<b>Building Principal / Assistant Principal</b>
<b>Reports to:</b>	<b>Superintendent</b>
<b>Employment Status:</b>	<b>Full-time</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Qualifications:</b>	<b>State of Ohio Principal's or Superintendent's Certificate/License Meets Requirements of Ohio law Meets education and experience established by the Bellbrook-Sugarcreek School District Board of Education</b>

**Guiding Philosophy:** The philosophy and actions of the principal, as the instructional leader, shall consistently demonstrate that the most important and guiding priority is successfully meeting the academic, social, emotional, and safety needs of every student.

**Required Dispositions:** The Principal serves as the educational leader of the school. As the administrative leader, he/she shall possess the following dispositions in order to successfully carry out the functions of the position:

1. Believes that the primary focus of the Principal is to develop and support a system that promotes the academic, social, and emotional development of every student in the building.
2. Advocates for an educational system that ensures equity of educational opportunity for every student and family regardless of race, gender, ethnicity, religion, or economic status.
3. Accepts the importance of building open, positive, and communicative relationships with all stakeholders including members of the board of education, superintendent, treasurer, local and state governmental agencies, citizens of the community, district employees, parents and students to accomplish the mission of the district and school.
4. Demonstrates through communication and actions that selection, hiring and evaluation of building personnel is based upon the guiding philosophy stated above.

5. Understands the importance of utilizing educational research, current applicable state and federal regulations, and best practice to provide educational leadership.
6. Believes in upholding and consistent application and enforcement of all policies adopted by the Board of Education.
7. Promotes a positive work environment and engenders staff enthusiasm.

**Essential Functions:**

1. Directs the delivery and continuous improvement of educational programs in collaboration with Director of Curriculum and Gifted Services and staff.
2. Participates as an active member of the district's leadership team.
3. Upholds board policies and follows administrative procedures/guidelines.
4. Helps develop and implement the district's strategic plan.
5. Administers the board-approved budget for assigned areas of responsibility in a fiscally responsible manner.
6. Maintains visibility and builds parent/community partnerships that enhance district programs.
7. Work cooperatively with university partnerships and supports district-university initiatives.
8. Provides staff leadership, develops action plans, helps resolve problems, and maintains open and effective communication with all stakeholders.
9. Assists with the development of the master schedule ensuring equitable distribution of workloads/extra assignments and meeting students' needs.
10. Conducts staff evaluations as required by law and the negotiated agreements. Collaborates and seeks support of the Director of Curriculum and Gifted Services to ensure high quality of teaching and learning.
11. Ensures that all discipline, attendance, and other required data are reported appropriately for the EMIS report.
12. Oversees the revision and distribution of student/parent and teacher handbooks.
13. Develops, revises, and oversees the implementation of the Student Disciplinary Code of Conduct and the Co-Curricular/Extra-Curricular Code of Conduct.
14. Enforces applicable Ohio Revised Codes and administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
15. Supports a full range of educational options complying with state model policies and procedures for the education of students identified as disabled or gifted. Participates in parent conferences and IEP meetings as requested.

16. Keeps current with the Pre K-12 Academic Content Standards working collaboratively with the Director of Curriculum and Gifted Services. Promotes the continuity of the instructional program providing insight about the progression of student skills and contributions made by staff at each level.
17. Oversees building-level student testing programs, analyzes test results, and provides leadership in cooperation with Director of Curriculum and Gifted Services for instructional interventions that enhance student learning and improve test performance.
18. Encourages staff to develop and implement innovative instructional best practices including the effective use of technology.
19. Takes precautions to ensure safety by ensuring proper student supervision by staff and the implementation of the school/district safety plan. Conducts fire drills, tornado drill, and lock down drills as required by law.
20. Maintains effective and cooperative relationships with community services (e.g. court systems, law enforcement, and social agencies).
21. Participates in staff selection and orientation processes. Collaborates with the Director of Curriculum and Gifted Services to provide meaningful staff development activities.
22. Provides leadership in the coordination, planning and delivery of staff development programs and opportunities to improve instruction and teacher outcomes.
23. Reports suspected child abuse and/or neglect to civil authorities as required by law.
24. Seeks professional growth to ensure knowledge of legal updates, current research, and best practices to guide leadership activities.
25. Performs other specific job-related duties as directed by the superintendent.

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent and the Board of Education reserves the right to change or modify at anytime. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority, or designee.

_____	_____
Superintendent or Designee	Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

_____	_____
Signature	Date