

## Job Descriptions

These job descriptions are one of several adopted by the State Board of Education between 1984 and 1987 and were designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

### Principal

- **Reports to Superintendent**
- **Supervises all school personnel**, directly and/or indirectly
- **Purpose:** To serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.
- **General Planning:** conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- **General Coordination:** ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.
- **Enhancement of Personnel Skills:** provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- **School Objectives:** identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school.
- **Curriculum Objectives:** ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.
- **Establishes Formal Work Relationships:** evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.
- **Facilitates Organizational Efficiency:** maintains inter-school system communication and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.
- **New Staff and Students:** orients and assists new staff and new students and provides opportunities for their input in the school program.
- **Community:** encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.
- **Supplies and Equipment:** manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional purposes.
- **Services:** organizes, oversee, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources.

## Assistant Principal

- **Reports to Principal**
- **Supervises those assigned by Principal**
- **Purpose:** The assistant principal serves as a member of the administrative team to develop and implement the total school program.
- **Pre-Class Organization:** assists to implement student orientation and registration activities.
- **Planning the School Program:** assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.
- **Implementing the School Program:** assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
- **Evaluation and Remediation of the School Program:** assists in the evaluation of the school program and of staff and assists to initiate needed improvements.
- **Involving the Staff in Budget Allocations:** involves the staff in setting budget priorities.
- **Keeping Professionally Competent:** acts to upgrade own professional knowledge and skills.
- **Coordinating Budgets and Schedules:** assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.
- **Handling Disciplinary Procedures:** assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
- **Coordinating and Communicating the Schools Formal Structure:** communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.
- **Coordinating School Services and Resources:** assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.
- **Facilitating Organizational Efficiency:** promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.
- **Assisting in Record Keeping:** assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.