

*EAST GREENBUSH CENTRAL SCHOOL DISTRICT  
EAST GREENBUSH, NEW YORK*

TITLE: K-12 Principal

QUALIFICATIONS: 1. New York State Certification – SBL, SAS or SDA  
2. Three to five years of experience as an administrator

REPORTS TO: Superintendent of Schools

SUPERVISES: Teaching and Support Staff

JOB GOAL: Works in concert with the Superintendent to promote the highest levels of educational performance and well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes and directs implementation of all school activities.
3. Keeps the Superintendent informed of the school's activities and problems.
4. Make recommendations concerning the school's administration and instruction.
5. Prepares and submits the school's budgetary requests and monitors expenditures of funds.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
8. Works with various members of the Central Administration Staff on school programs and other areas, such as transportation, special services and the like.
9. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
10. Is responsible for the implementation and observance of all Board policies and regulations by school's staff and students.
11. Maintains active relationships with students and parents.
12. Budgets school time to provide for the efficient conduct of school instruction and business.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.

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14. Schedules classes within established guidelines to meet student needs.
15. Assists in the development, revision and evaluation of the curriculum.
16. Coordinates the pupil service programs with the Director of Pupil Personnel Services to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
18. Establishes guides and programs for proper student conduct and maintaining student safety and discipline in accordance with commissioner's regulations and laws.
19. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions and athletic events.
20. Maintains and controls the various local funds generated by student activities.
21. Supervises the maintenance of accurate records on the progress and attendance of students.
22. Assumes responsibility for the attendance, conduct and maintenance of health and safety of students.
23. Assumes responsibility for maintaining professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced courses and the like.
24. Maintains professional growth by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
25. Supervises all professional, paraprofessional, administrative and support staff attached to the school.
26. Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff.
27. Supervises the school's teaching, testing and student evaluation processes in accordance with Commissioner's regulations and laws.
28. Approves the master teaching schedule and any special assignments.
29. Provides an orientation process for newly assigned staff members and assists in the development of teachers or instruction support staff.

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30. Evaluates and counsels all staff members regarding their individual and group performance.
31. Conducts staff meetings to keep members informed of policy changes, new programs and the like.
32. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
33. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
34. Make arrangements for special conferences between parents and teachers.
35. Assumes responsibility for the safety and administration of the school plan and ensures that state regulations and district policies for school safety are followed.
36. Assists with the daily use of the school facilities for both academic and non-academic purposes with the Central Administration Center.
37. Plans and supervises the fire drills and emergency safety procedures.
38. Asserts leadership in school programs in accordance with established Board policy.
39. Provides for adequate inventories of property under Principal's jurisdiction and for the security and accountability for that property.
40. Supervises all activities and programs that are outgrowths of the school's curriculum.
41. Supervises and evaluates the school's extracurricular program.
42. Participates in Principal's meetings, negotiations meetings and such other meetings as required or appropriate.
43. Serves as an ex officio member of all committees and councils within the building.
44. Cooperates with college and university officials regarding teacher training and preparation.
45. Responds to written and oral requests for information.
46. Assumes responsibility for all official school correspondence and news releases.
47. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

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48. Serves as a member of such committees and attends such meetings as directed to by the Superintendent.
49. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
50. Works in a collaborative and responsible manner with central office administrators and district-wide administration.
51. Perform other duties assigned by the Superintendent appropriate to the position.