

**PROFESSIONAL STAFF POSITIONS
(Job Description: Principals)**

TITLE: Elementary or Secondary Principal

QUALIFICATIONS:

1. Colorado Type D Administrator Certificate
2. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Directly or indirectly, all employees in the building

PERFORMANCE RESPONSIBILITIES:

It is the responsibility of the principals of the Monte Vista School District to perform up to district standards or higher in all twenty-five standard areas. (Refer to AFC-2-E Principal Evaluation Form for an explanation of district standards and criteria for each standard.)

Performance Area A - - Leadership

- A. 1. Implements and maintains the district's vision and mission statement.
- A. 2. Is an active leader who seeks to realize what he/she believes the school should accomplish.
- A. 3. Believes that students are capable of success and responsible action in the school setting.
- A. 4. Assumes responsibility for student achievement.
- A. 5. Assumes responsibility for school climate.

Performance Area B -- Personnel Management

- B. 1. Treats staff in a professional manner and involves them in management, instructional and curricular decisions.
- B. 2. Implements the district evaluation system.
- B. 3. Implements the evaluation process in a fair, professional and credible manner. (See criteria)
- B. 4. Provides staff development opportunities for staff.

Performance Area C -- Curriculum and Instruction

- C. 1. Works toward the improvement of instruction above all other responsibilities.

- C. 2. Collects, analyzes and integrates school data to assist staff in making decisions about students and instruction.
- C. 3. Implements curriculum and instruction improvement activities as outlined in accountability improvement plans.

Performance Area D - - Management Skills

- D. 1. Uses school time effectively.
- D. 2. Allocates his/her discretionary instructional funds efficiently.
- D. 3. Maintains a climate of order and discipline in the building.
- D. 4. Assumes responsibility for the hiring process of personnel involved in his/her building.

Performance Area E -- Community Relations

- E. 1. Uses various communication channels for keeping the public informed regarding school purposes, programs, accomplishments, conditions and needs of the schools.
- E. 2. Involved in community activities.

Performance Area F -- Organization and Planning

- F. 1. Assumes responsibility with input from staff, students, board, accountability committee and community for developing goals, procedures and direction for the school.
- F. 2. Clearly states goals, procedures and direction for the building to staff, students and community.
- F. 3. Implements goals, procedures and direction for the school.
- F. 4. Evaluates goals, procedures and direction for the school.

Performance Area G - - Communication

- G. 1. Demonstrates effective oral and written skills.
- G. 2. Demonstrates effective listening skills.
- G. 3. Provides information about his/her school to the board, accountability committee, administration, staff and community.

Approved: 12/12/91

Monte Vista School District No. C-8, Monte Vista, Colorado