

Laramie County School District #2
2011

Title: Principal

Qualifications: 1. Wyoming Principal & Administrative Certification.

Terms of Employment:

1. 200 days (elementary); 220 days (secondary)
2. Designated by contract
3. Administrative Salary Schedule

Reports to: Superintendent

Essential Functions: Administrative

1. Develop an organizational plan for each school that utilizes all staff and students in a cooperative learning environment and that designates responsibility for the implementation of the school's programs and functions.
2. Administer the athletic, extra and co-curricular activities of the school, specifically delegating responsibility to staff members coaches or the Athletic Director and assuring that proper supervision is maintained and all requirements for successful programming are in place.
3. Ensure that all district policies, procedures and regulations are fully implemented at the school.
4. Make continuous and systematic evaluations of all programs and expenditures to ascertain their educational value as determined by the district mission and goals, using this evaluation to govern all recommendations and management of the school.
5. Supervise the preparation of all reports for the school, district and state office.
6. Visit classes in the school on a regular basis in order to evaluate the effectiveness of existing educational policies, and participate in developing plans for improvement.
7. Evaluates all personnel to assure the application of accountability as required under Wyoming Statutory law.
8. Take all reasonable precautions to safeguard the health and general well-being of staff and students in the school. Use discretion in cases of dire emergency affecting the health, safety, or welfare of pupils, employees, or property of the school, and report to the superintendent any action taken as soon as possible.

9. Ensure that buildings and grounds are properly cared for, maintained, and secured when not in use.
10. Plan and supervise fire and tornado drills, work with coordinators (or others) to update yearly crisis plans-emergency preparedness program.
11. Coordinate maintenance, transportation, and food service operations to ensure a conducive learning environment and safe operation of these programs.
12. Handle all complaints affecting the school using positive interaction skills, investigate the same, refer to the superintendent cases which cannot be adjusted satisfactorily, and redress legitimate grievances where possible.
13. Select and attend regional job fairs and use established procedures to screen potential candidates of hire.
14. Ensure staff members are only teaching courses in their certified area(s).
15. Notify parents when long-term substitutes are being used.
16. Work with universities to coordinate placement of student teachers.
17. Coordinate Teacher of the Year Program and encourages all staff members to work to celebrate their accomplishments when available.

Staff

1. Supervise all staff members to ensure that district personnel policies are being followed.
2. Evaluate the efficiency and effectiveness of each member of the staff in the school and report the same in writing to the superintendent, via evaluation process.
3. Adheres to the established evaluation system and uses the system to develop correct procedures for the improvement of staff instructional and learning outcomes.
4. Understands and when appropriate provides direction in the use of intervention programs at the correct needs level for all students.
5. Is responsible for recruiting, screening, recommending hiring, and assigning the school's certificated and support staff.
6. Ensure that all staff members are given assignments commensurate with their legal certification.
7. Assist in the orientation, training, and in-service of staff members, especially in the areas of building principal expected procedures and instructions.
8. Hold regular faculty meetings, plan the agenda for such meetings, sends schedule to superintendent, will preside over the meetings with opportunities for staff leadership.

9. Actively seek and utilize staff input in making decisions that deal with school operations and procedures
10. Coordinate Catastrophic Leave Bank, complete all paperwork and correspondence as assigned.
11. Establish set times to meet with the Athletic Director and the Counselor to review programs under their direct administration.
12. Implement mentoring program for all teachers new to the District as assigned.

Students

1. Work with administrative team and district counselors to develop a course of study including class schedules that are developed for student learning, handbooks, and graduation requirements for the school according to directives of the school district, district policy and state statutes.
2. Develops procedures that allow for the maintenance of high learning standards, student conduct standards and enforce discipline as necessary, according due process to the rights of students and working cooperatively with parents.
3. Take disciplinary actions up to and including suspension of students according to district guidelines and state statutes.
4. Maintain accurate records and reports on student academic progress, discipline and behavior and student attendance.

Financial

1. Adhere to governing board-approved budgets and ensure that expenditure exceptions to budgeted amounts receive prior approval from the superintendent and/or governing board.
2. Work cooperatively with the Director of Business operations to prepare a school budget that is reflective of learning priorities including staff involvement and to be approved by the Superintendent and governing board.
3. Administer a system of accounting for all student activity money and have this system prepared for audit within the district auditing process.
4. Follow properly established district accounting procedures for requisition of funds.

District

1. Communicate fully and accurately all matters that should receive the attention of the Superintendent.
2. Meet on a regular basis with the district administrative team to coordinate areas of mutual concern.
3. Act as liaison between the school and community, interpreting

learning activities, school activities, school regulations and district policies and encouraging community participation in school life.

4. Report to the superintendent immediately, supplemented by a written memorandum, any serious infringement of personal or property rights within the school that occur and any breach of contract affecting the school, or any serious injury to a pupil or staff member that may occur at any time or place where the rights and responsibilities of the school may be involved.
5. Inform the superintendent of the effectiveness of the functioning of all school related or direct services and participate in developing plans for improvement.
6. Maintain a professional working relationship with all administrators to ensure continuity in the students' total education.
7. Perform other reasonable duties that the superintendent may assign or as directed through the superintendent from the Board of Trustees.