

TITLE: Principal

DATE: February 17,2000

DEPARTMENT: Hannahville Indian School

SUPERVISION RECEIVED: School administrator/superintendent and/or Board of Education

SUPERVISION EXERCISED: All professional and support personnel at the Hannahville Indian School

QUALIFICATIONS: Educational Specialist Degree or a Masters Degree from an institution acceptable to the Michigan State Board of education and meet the requirements as stated in the School Laws of Michigan

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Direct Supervision of:

1. Classroom Teachers
2. Special Education Coordinators and Teachers
3. Non-certified support personnel

B. Functions and Duties which are performed

1. Central Office

A. General Administration

- 1.) Participate as a member of the administrative team of the district
- 2.) Assist in development and implementation of Board policies and administrative procedures.
- 3.) Keep administrator/superintendent informed about significant accomplishments, needs, and problems in areas of administration, personnel, instruction, and school-community relations.

B. Curriculum and Instruction

- 1.) Planning, implementing, coordinating, and evaluating programs within the school.
- 2.) Developing strategies and programs for curriculum improvement.

C. Employee Relations.

- 1.) Assist in the recruitment, selection and orientation of staff. 2.) Provide information concerning staff requirements and enrollments with the buildings.
- 3.) Preparing evaluations of staff.
- 4.) Serve as a member of the negotiating team.

- 2.) Develop, implement, and administer policies, procedures and Contracts, of the district and of the school.
- 3.) Organize and administer the school to bring maximum benefits for the school, staff, and students.
- 4.) Promote and maintain a school environment which is conducive to learning.
- 5.) Help develop, implement, and maintain district objectives, philosophies and curriculum

**B. Certified Personnel**

1.) General Responsibilities

- A. Scheduling and allocating personnel.
- B. Informing staff of BIA, district and school policies and procedures.
- C. Supervising the instructional efforts of the staff.

2.) Providing Assistance and Guidance.

- A. In implementing and improving the instructional program.
- B. In formulating a staff development plan
- C. With human relationships.

**C. Non-certified Personnel**

1.) General Responsibilities

- A. Provide training for new employees.
- B. Scheduling and allocating personnel.
- C. Making aware of duties and responsibilities.
- D. Informing of policies and procedures.
- E. Supervising and evaluating job performance.

**PERIPHERAL DUTIES:** Related duties as assigned by the administrator/superintendent or Board of Education at the Hannahville Indian School

**PHYSICAL DEMANDS:** Must be physically and mentally capable to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** Work is performed in a typical office setting located in a school, as well as a classroom environment. May involve some travel including overnight. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

### Student Services

- 1.) Supervises special educations programs and services assigned to the school.
- 2.) Supervises Chapter 1 program and services.
- 3.) Maintain attendance and child accounting records
- 4.) Supervise library services for K-12 students
- 5.) Shall classify and control the promotion and expulsion of students

### E. Business and Finance.

- 1.) Assist in the development and implementation of yearly \* budgets.
- 2.) Follow requisition procedures as required by the business office.
- 3.) Responsible for the inventory, selection, ordering and dispersement of supplies and equipment.
- 4.) Assume responsibility for maintaining communication and coordination of business matters and procedures for the school.

### F. Building Maintenance and Operations

- 1.) Ensure that safe and hygienic conditions prevail in buildings throughout the district.
- 2.) Help develop building maintenance and cleaning schedules. Follow through to correct conditions reported by Health Department inspectors which do not meet the minimum standards or regulations of the Health Department.
- 3.) Recommend to the Board the most efficient utilization of buildings.

### G. Transportation

- 1.) Responsible for staffing and supervision of transportation personnel.
- 2.) Approve maintenance schedules and repair part expenditures.
- 3.) Establish bus routes for each school year.
- 4.) Responsible for transportation expenditures reporting.
- 5.) Responsible for submitting transportation information as required by the state.

## 2. The Building Staff

### A. General Responsibilities.

- 1.) Act as instructional leader, coordinator, resource person, listener, interpreter, implementer, communicator, and as a fellow contribute to staff effort.

**SELECTION GUIDELINES: Completed employment application and resume if desired, rating of education and experience; oral interview and reference check; job related tests may be required.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of this job change.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_