

SCHOOL DISTRICT OF MAYVILLE

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PRINCIPAL  
(Job Description)

- QUALIFICATIONS: (1) Be a qualified teacher and licensed as a school principal by the State of Wisconsin.
- (2) Possess any other qualifications as may be determined by the Board of Education.

REPORTS TO: District Administrator

BASIC JOB FUNCTIONS: The Principal is the instructional leader of the school. Coordination and supervision of the professional and support staff, in the instruction of the students, is the primary responsibility of the Principal. As instructional leader of the school, the Principal shall oversee the operation of the school, and will be responsible for the efficient operation of the school. The Principal shall exercise those duties which are mandated by state law and those which are specifically designated in the policies of the School District of Mayville.

SPECIFIC JOB DUTIES:

**A. Instructional Leader**

The Principal shall:

1. Evaluate the professional and support staff using a well-documented system of conferences and observations.
2. Use his/her training in curriculum and instruction to facilitate the development and use of appropriate curriculum and instructional methods.
3. Implement a school improvement capability aimed at improving existing educational programming and the creation of new or updated educational programs.
4. Provide for the systematical evaluation of the educational program of the school and incorporate the information in efforts to improve the school.

**B. School Management**

The Principal shall:

1. Make proper personnel assignments and be involved in the selection process, including reviewing applications, interviews, and final selection of staff members.
2. Implement Board policies and administrative directives.
3. Create and implement those rules and procedures necessary to insure the smooth operation of the school.
4. Work to maintain a safe and nurturing environment for the staff and students.

**C. Personnel Management**

The Middle School Principal shall:

1. Be responsible for the development, maintenance and operation of a constructive program of inservice training and education for all District employees. To accomplish this, he/she shall have power under budget control to employ lecturers, grant temporary leaves from work, and develop professional library facilities as required.

**D. Staff and Student Relations**

The Principal shall:

1. Work with students and/or staff where appropriate to find solutions to school problems.
2. Serve in a professional manner in his/her dealings with students and parents/guardians.
3. Work to maintain the support or understanding of the staff and/or students.
4. Support staff and/or students when appropriate.

**E. Students and Instruction**

The Curriculum Coordinator and High School Principal shall:

1. Be responsible for the conduct of the instructional program and provide courses of study, textbooks, supplies and supervision for the instructional program.

**F. Community Relations**

The Principal shall:

1. Develop community resources for the school and its teachers.
2. Interpret the school program to the community.
3. Participate in civic, service and community groups.
4. Gain community input on educational programming.

**G. School Finance**

The Principal shall:

1. Establish the school budget, with assistance from the staff.
2. Implement the school budget and work within its limits.

**H. Professional Growth**

The Principal shall:

1. Keep updated on educational trends, issues and initiatives and communicate to the appropriate people direction for the development of the school.
2. Seek appropriate assistance from other agencies when needed.

**I. Other**

The Principal shall:

1. Communicate a standard of behavior by which the school will operate through verbal and nonverbal behavior and the expectations set for the staff, students and him/herself.
2. Perform other duties as assigned by the District Administrator.

TERMS OF EMPLOYMENT

The Principal shall be appointed to a fixed term of office of not more than the period of time authorized by state law and at a salary established by the Board. The Principal's contract shall provide for 12 months of employment per year, with vacation as agreed to in the contract. In addition, the Principal shall receive a fixed amount to be set annually to cover local expenses and transportation costs and a mileage and other necessary expense allowance on required trips outside the county.

LEGAL REF.: Sections 118.19(11)                   Wisconsin Statutes  
                  118.24  
                  121.02(1)(a)  
                  PI 3, Wisconsin Administrative Code  
                  PI 8.01(2)(q)

CROSS REF.: 222.1, Administrative Staff Contracts  
                  260, Temporary Administrative Arrangements

APPROVED:       April 7, 1997  
ADOPTED:        May 5, 1997  
REVIEWED:  
REVISED:

Signatures of School Board Members: \_\_\_\_\_  
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