

**REGULATION  
PRINCIPAL**

**Qualifications (Minimum)**

1. Hold principal's certification from the State of Oklahoma
2. Three (3) years teaching experience

**Reports to:** Superintendent

**Supervises:** All personnel assigned to the same building to which the principal is assigned

**Job Goal:** To provide leadership for the school to reach its full potential

**Performance Responsibilities:**

1. Organizes and conducts the school site in accordance with the policies of the board as implemented by the superintendent. Makes necessary rules and regulations for the efficient operation of the school, prepares handbooks, with the approval of the board of education, for distribution to teachers and students
2. Studies the educational needs of the neighborhood served by the school and develops plans for meeting them
3. Exerts leadership in the adaptation of the general programs of education approved for the schools to meet the particular needs of the community served
4. Supervises the instructional staff in the development and implementation of curriculum and student activities; delegates authority when necessary
5. Reports for duty by 8:00 a.m. each day and insures that teachers and other staff are present at the appropriate time and place
6. Makes necessary rules and regulations for the efficient operation of his/her school; prepares a handbook, with approval of the board of education, for distribution to teachers and students
7. Directs the activities of professional and nonprofessional staff members in the performance of their duties, evaluating them as required by state law and board of education policy, and recommending them for renewal or nonrenewal for the succeeding school year

8. Has the authority and responsibility of assigning all general and specific duties of teachers and support personnel of the school site, subject to the approval of the superintendent. Duties include supervision of halls, grounds, and cafeteria; extra-class activities, and organizations; and other duties necessary to the efficient operation of the schools
9. Supervises the operation of vending machines in each building
10. Supervises operation of foodservice program at the school site
11. Is responsible to the superintendent for athletic programs at the school site; insures that rules and regulations of the Oklahoma Secondary Schools Activities Association are followed
12. Arranges and approves all activities and events scheduled for the school calendar.
13. Holds meetings with teachers as necessary
14. Is responsible for class schedules, honor rolls, and class organizations
15. Is responsible for keeping all pupil accounting records and making of such reports as requested by the superintendent
16. Delegates to and supervises teachers in the making and keeping of daily reports of absences and tardies
17. Supervises and controls the issuance of textbooks, materials, supplies, and admit slips
18. Directs and supervises an inventory at the end of each year for each department under his/her supervision; makes same available to teachers for revision
19. Organizes and holds fire and other disaster drills in compliance with state law and board of education policy
20. Maintains a clearance report for students who are withdrawing from school; insures that all books, supplies, and equipment are returned and that all fees and dues are paid before a student's clearance is completed
21. Directs and supervises summer employees of the district

22. Performs other duties as directed by the superintendent

**Terms of Employment:**

Elementary principals are on twelve-month contracts and secondary principals are on twelve-month contracts. Salary is to be determined based on experience.

**Evaluation:**

Job performance as evaluated by superintendent based on state minimum criteria