



## Fort Cherry School District

### Job Description

<b>Title:</b>	Principal
<b>Overview:</b>	Employee shall serve as the chief administrator of a school building; coordinate daily management; implement and execute policies, procedures, programs, activities, and budgets in a manner that promotes a cohesive learning environment for the success of all (learner, teacher, parent, family)
<b>Location:</b>	Corresponding School Building
<b>Reports to:</b>	Superintendent
<b>Supervises:</b>	Faculty and Staff
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

#### Essential Duties:

1. Implement Board Policies as designated by the Superintendent
2. Comply with Federal/State/District laws, mandates, policies, regulations, and procedures regarding instructional programming, extracurricular, food service, school safety, and school facilities
3. Ensure district policies, school procedures, and the code of conduct is uniformly observed and understood by all stakeholders
4. Observe all rules and regulations governing the safety, health, and welfare of employees and students; this includes conducting the necessary drills and inspections as required by law

5. Lead through strategic and cultural development
  - a. Create an organizational vision, mission, and strategic goals for faculty performance with regards to instructional implementation, classroom management, home-school communication focused on student achievement
  - b. Utilize data for informed decision making
  - c. Build a collaborative and empowering work environment
  - d. Lead change efforts for continuous improvement
  - e. Celebrate accomplishments and acknowledges failures, as applicable
  
6. Lead through the leverage of systems
  - a. Leverage human and financial resources
  - b. Ensures staff strives to be high performing
  - c. Establishes and implements expectations for students, faculty, and staff
  - d. Communicates effectively and strategically
  - e. Manages conflict constructively
  - f. Ensures school safety
  
7. Lead for enhancement of learning
  - a. Lead school improvement initiatives
  - b. Aligns curricula, instruction, and assessments
  - c. Monitor instruction and expect high quality learning opportunities
  - d. Sets high expectations for all students
  - e. Expects and Schedules for the maximization of instructional time
  
8. Lead through professional learning and community engagement
  - a. Maximize professional responsibilities through parent involvement and community engagement
  - b. Demonstrates professionalism through being fair and equitable
  - c. Supports professional growth for self, faculty, and staff
  - d. Demonstrates professional, ethical, and responsible behavior...serve as a role model for faculty, staff, and students
  
9. Foster and promote collaborative problem-solving, decision making, and collegiality among all stakeholders
  
10. Gather, analyze, and evaluate district, school, class/course, and student data to formulate data informed decisions

11. Research, identify, and analyze research findings to promote school improvement and instructional excellence
12. Develop, implement, and evaluate building programming to provide effective learning environments in all areas (curricular, co-curricular, extra-curricular, and etc.)
13. Gather and provide various instructional resources, materials, equipment, and supplies to support quality instruction aligned to District, State, National Standards
14. Supervise, observe, evaluate, confer, and collaborate with faculty and staff through procedural, instructional, co-curricular and extra-curricular programming
15. Manage, organize and attend child find meetings regarding academic, behavioral, social, and emotional needs with teachers, staff, parents, and students
16. Insure compliance with Pupil Service mandates (i.e. IEP, GIEP, 504, LIEP, etc.)
17. Maintain and use informational systems, record keeping, and data warehousing of student information including but not limited to academic, behavioral, and health/wellness
18. Manage the use of school facilities through scheduling, supervision, and maintenance of facilities to ensure safe and orderly utilization
19. Assist in the development and manage the implementation of site based budgeting to ensure building needs are accurately addressed
20. Assist in the recruiting, interviewing, selection, and orientation of professional employees and new staff members
21. Attend and collaborate as an active member of district wide committees, i.e. safety, instructional resource, comprehensive planning, and the like
22. Utilization of effective techniques to encourage parent and community involvement
23. Attend professional meetings, trainings, conferences, and learning opportunities to maintain and improve professional competence for self, faculty, and staff
24. Communicate effectively with all members of the District and Community

25. React to change productively and handle other tasks as assigned
26. Maintain confidentiality
27. Support the mission, vision, and belief statements of the District
28. Any other responsibilities assigned by the Superintendent

**Qualifications and Skills:**

- Master's Degree; appropriate PA Administrative Certification
- 5 years teaching experience
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined in the District's Act 93 Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement