

PRINCIPALS' JOB DESCRIPTION

Qualifications

1. Each Principal shall have the minimum education required by the Department of Public Instruction (D.P.I.). He/She shall hold or be eligible for the North Dakota Principal's Credential (level one).
2. He/She shall have a minimum of two years successful teaching experience at the appropriate age level.

Reports to: The Superintendent

Job Goal: To be the building level instructional leader as well as supervising all personnel and facilities in his/her building.

Duties

1. He/She shall administer the schools under the supervision of the Superintendent in conformity with the adopted policies of the Midway School Board (Board) and the rules and regulations of the Department of Public Instruction in accordance with the law.
2. Personnel – the Principal is responsible for:
 - a. Teacher assignment, student and support staff promotion, retention, classification, supervision, and updating handbooks which includes all aspects of the operation of a quality school.
 - b. Communication and documentation.
 - c. The community use of the District's resources i.e., use of gym and equipment and the school's use of the community's similar resources.
 - d. Having primary responsibility for listing openings in their buildings, reviewing applicants, contacting references, and interviewing candidates with the Superintendent.
 - e. Although not directly responsible for the above listed duties for the business manager, head custodian, transportation manager, bus drivers, head cooks, the Principals will provide the Superintendent with input concerning decisions involving these personnel.
3. Curriculum – The Principal is responsible for:
 - a. The scope, sequence, state, and AdvancEd requirements, guidelines, materials, supplies, equipment, and inventory in providing a quality curriculum.
 - b. Learning the new educational techniques, rules, regulations, and guidelines events to enhance the education of our students and be in compliance with state and national requirements.
4. Activities – The Principal is responsible for:
 - a. All the activities within the building which includes scheduling, renting, money collection, supervision, and safety.
 - b. The supervision of the students in the hot lunch program in their respective building.

- c. The athletic director reports to the secondary Principal for secondary activities and elementary for elementary activities.
- 5. Others – The Principal is responsible for:
 - a. Consulting the staff, revising policies, and other duties as assigned by the superintendent.
 - b. Reviewing the budgetary process with the superintendent.
 - c. Assigning duties to others in their buildings to provide efficient operation of their building.

Contract

- 1. The Principal's contract shall be annual. The number of days for each contract will determined through negotiations.
- 2. The Principal shall be notified by the Board of his/her contract status for the next year in accordance with state law.
- 3. Salaries and benefits will be established by the Board.