

## **Superintendent/Building Principal Job Description**

Reports to: Board of Trustees

Approved: May 8, 2018

Revised: October 21, 2019

Reviewed:

### **Qualifications, Skills, and Abilities:**

1. Idaho Administrator Certificate endorsed for principal and superintendent
2. Strong background in curriculum, supervision, discipline, human relations skills, team building, and technology
3. Demonstrated ability in personnel management, strategic planning, business practices, budgeting, school law, and research-based educational programs
4. Demonstrated leadership and communication ability in working with students, staff, parents, and the public

### **Job Summary:**

To inspire, lead, guide, and direct every member of the instructional and support services staff in setting and achieving the highest standard of excellence. To provide leadership and managerial oversight to the instructional program and school operations. To oversee and administer the use of all district facilities, property, and funds so that each student enrolled in the district may be provided with an appropriate and effective education.

### **Major Duties and Responsibilities:**

1. Serve as the District Superintendent & K-8 Principal
2. Oversee and administer the Special Education Program, Federal Programs, and Transportation Department.
3. Work with the Board of Trustees to provide leadership in all areas of curriculum and instruction, assessment, professional development, and data analysis
4. Advise the Board on need for new and/or revised policies and procedures as well as ensure policies and procedures are implemented
5. Have strong organizational and management skills
6. Skill in effective communication and delegation
7. Skill and experience in budgeting and school finance
8. Understand the importance of accountability for and by staff, parents, students, and patrons
9. Be a liaison with social, professional, civic, volunteer, and other community agencies and groups
10. Direct the work and provide supervision to instructional and classified staff
11. Implement the School District's Continuous Improvement Plan
12. Direct the preparation of the annual budget and recommend revenue sources. Supervise and direct purchases and expenditures within the limits of the budget
13. Establish and maintain effective communication and collaboration throughout the District and within the community.
14. Assume responsibility for the management of the school in accordance with federal and state law, administrative rules, and Board policy

15. Ensure that a system of thorough and efficient education, as defined in federal and state law, administrative rules, and Board policy is available to all students
16. Ensure that the goals of the school system are reflected in its educational program and operations
17. Supervise the school's educational program and teaching process. Monitor delivery of the instructional program

**Evaluation:**

Performance of this position will be evaluated annually by the Board of Trustees in conformance with district policy; Section 33-513, Idaho Code; IDAPA 08.02.02.121.

**Terms of Employment:**

Employment contract not to exceed three years.

**Note:**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

**Legal Reference:**

I.C. § 33-512	Governance of Schools
I.C. § 33-513	Professional Personnel
I.C. § 33-515	Issuance of Renewable Contracts
I.C. § 33-1201	Certificate Required
I.C. § 33-1210	Information on Past Job Performance
IDAPA 08.02.02.026	Administrator Certificate
IDAPA 08.02.02.121	Local District Evaluation Policy—School Principal