

Principals (Elementary)

Building principals, under the direction of the Superintendent and under the supervision of the Director of Curriculum and Instruction and Director of Personnel and Student Services shall be administratively responsible for the educational program and all other activities of the individual schools.

Specific Responsibilities

1. Manage faculty, staff and finances effectively.
2. Provide instructional leadership, supervision, and evaluation of staff.
3. Communicate and demonstrate interpersonal skills with faculty, staff, students, and community.
4. Plan and conduct professional development/meetings as needed.
5. Oversee the operation, maintenance, and inventory of the school buildings and property.
6. Oversee student enrollment and monitor student attendance.
7. Execute the policies of the Benton School District and student handbook for the welfare of the students.
8. Supervise extracurricular activities of the school and coordinate activities with other schools of the Benton School District.
9. Follow district procedures for hiring staff.
10. Participate in district curriculum revision and selection of instructional programs and materials.
11. Prepare and submit required reports and maintain records for program monitoring and review.
12. Promote the safety of students and conduct required safety drills.
13. Perform other duties assigned by the Superintendent/ and or Assistant Superintendent.

12/2/14