

Yorktown Central School District

Proposed Job Description

Principal

Duties and Responsibilities

The principal shall assume leadership for the total building program and be responsible for the instructional program in his/her building. The position shall include the following specific duties and responsibilities:

- A. Supervise and coordinate classroom and other instruction in his/her building.
- B. Provide the necessary planning, organization and strategies needed to meet the individual needs of students.
- C. Establish and supervise procedures to implement state laws, Board of Education policies and administrative regulations relating to curriculum and instruction in his/her building.
- D. Maintain appropriate records and reports for efficient and effective planning and evaluation of the curricular and instructional programs for his/her building.
- E. Establish and supervise procedures that effectively monitor individual student progress.
- F. Be responsible for the keeping of necessary student records.
- G. Be responsible for the development of/or modification of reporting practices to parents.
- H. Supervise and evaluate all building staff.
- I. Be responsible for the general improvement of the teaching staff through the use of staff evaluation techniques, in-service training, staff meetings, classroom observations, evaluations, and suggested reading, etc.
- J. Observe and evaluate all professional staff assigned to his/her building in accordance with the agreement between the Board of Education and the Yorktown Congress of Teachers, the Board of Education and the Yorktown Instructional Units and in accordance with district practices, policies and procedures.

- K. Assist in the determination of instructional and staff needs for his/her building.
- L. Develop the building budget and budget related data.
- M. Coordinate the development of the requisitions for the annual budget for his/her school and execute such business forms as may be required.
- N. Monitor the building budget and insure that funds are expended in keeping with district approved procedures.
- O. Be responsible for the care and safekeeping of his/her building and grounds and all functions, books, equipment, supplies, etc.
- P. Develop the instructional schedule for his/her building.
- Q. Certify as to days of instructional staff absences.
- R. Authorize time sheets for all teaching assistants and non-instructional staff assigned to the building.
- S. Coordinate all co-curricular activities and recreational programs within his/her building.
- T. Work with the Assistant Superintendent for Curriculum and Instruction to coordinate and articulate his/her building's programs with the other schools in the district.
- U. Establish a program of effective communication with students, staff, central administration, parents and the community.
- V. Actively participate in administrative council meetings and attend on a regular basis.
- W. Submit reports and other data related to his/her building to the central office.
- X. Actively participate on district-wide committees as requested by the Superintendent or Assistant Superintendent.
- Y. Assumes a district-wide assignment as requested by the Superintendent or Assistant Superintendent.
- Z. Perform other such duties as assigned by the Superintendent or Assistant Superintendent for Curriculum, Instruction and Personnel.

11/02