

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Elementary School Principal</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Superintendent
<b>EDUCATION:</b>	Bachelor's Degree or Higher Three Years of Teaching Experience Appropriate Oregon Administrative Credentials	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	Per Contract	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school district. Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations. The principal must have strong commitments to his/her own professional development.</p> <p><b>Primary Function:</b></p> <p>The primary functions are: Supervision and Evaluation of Licensed and Classified Staff, Student Performance, Public Relations, Community Liaison, Team Development and an Instructional Leader. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.</p>	

### ESSENTIAL JOB RESPONSIBILITIES

Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.

Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.

- Interpret and administer the programs, philosophy and policies of the state and the district to the staff, students and the community at large.
- Establish and maintain channels for communication and interaction between administration, staff, students and parents.
- Assess and monitor the needs of students and the community and implement changes in schedules, curricular offerings and program(s) to meet those needs.
- Utilize the district guidelines to provide adequate accounting methods to ensure budget control.
- Perform staff evaluations and coordinate related in-service for the improvement of instruction. Provide consultation and leadership to individual students and student groups. Assist in the recruitment, screening, hiring and assigning of certificated and classified personnel.
- Coordinate the development and maintenance of accurate, up-to-date inventories of equipment and supplies.
- Develop and maintain faculty and student handbooks to assist in the implementation of Board policy.
- Develop and administer a system dealing with student discipline that will ensure each student an equal right to learn.
- Willingness to serve on district level committees.
- Coordinate maintenance and cleaning of the building and facilities to ensure adequate service for the maximum number of years and to provide a safe and healthy environment for our students and staff. All school

facilities should be inspected once a week.

- Coordinate curricular and extra-curricular/extra-duty assignments to provide the best possible over-all educational opportunities and supervision for our students.
- Approve and schedule all facility use requests by other schools or community groups.
- Manage accounting and disbursement of student body funds.
- Perform such other tasks and assume other responsibilities as may be required to ensure an educational program that is beneficial to all students.
- Perform such other tasks and other responsibilities as may be assigned by a Director or the Superintendent.
- Establish and maintain harmonious relationships with students, fellow employees, and the general public.
- Maintain and communicate short and long term vision, mission and goals.
- Organize the school to fulfill the District’s vision, mission and goals for student success.
- Organize the school to ensure the safe operation for students and staff.
- Ensure that high quality instruction takes place in all classrooms every day.
- Manage budget to ensure that programs receive the necessary tools and supplies to fulfill their functions.
- Other duties as assigned.

Principals must have strong critical reading and writing skills as they need to be able to read and analyze reports, dis-aggregate data and write reports and memorandums.

Principals at all levels must have the ability to motivate staff, have a broad knowledge of a variety of content areas and methodology and be able to analyze data to identify school strengths and weaknesses, planning accordingly.

Principals must be familiar with the values and mores of the community in which they will serve, and develop liaisons within the community to foster the development of positive community relations.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over 35 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 20 lbs.					
If required, lifts over 20 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: 5-20 feet      Type of Surface: (i.e. level, carpet, tile): Vinyl Floor					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside 95 % of the time	/ Works Outside 5 % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

