



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Director of Schools	Operations	Superintendent

Position No: 72004	Length of Work Year: 12 Months
Salary Schedule: AD09	Date Approved: 8/13/91
FSLA: Exempt	Date Revised: 1/9/01; 6/4/14

MINIMUM QUALIFICATIONS
1. Certification in Administration and Supervision, Educational Leadership or School Principal. 2. Minimum of three years successful experience as a principal. 3. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
1. Supervises and evaluates school principals and other personnel assigned to him/her. 2. Assists principals in developing, implementing and evaluating school programs. 3. Coordinates district level planning with schools. 4. Represents schools at district level functions such as Superintendent's Cabinet meetings. 5. Supervises, evaluates and recommends improvements to school principals, regarding program operation, discipline, staffing patterns, budget matters and facility maintenance/operation. 6. Hears the appeals of decisions made by the principal related to students, parents and school system personnel. 7. Supervises and coordinates interscholastic competitions between/among schools in the system. 8. Conducts frequent on-site visits to the schools under his/her supervision and makes recommendations to the principals regarding improvements or needs. 9. Coordinates the transfer or assignment of all personnel and programs between/among schools. 10. Provides information and advice to the Superintendent and School Board regarding the effective and efficient operation of schools. 11. Assists the Superintendent in developing policy recommendations related to school programs and operation. 12. Assists in the preparation of the agenda for School Board meetings. 13. Prepares or supervises the preparation of required reports and the maintenance of appropriate records. 14. Serves in an ex-officio capacity on all district-level committees representing schools. 15. Develops, recommends and administers the budget in his/her department. 16. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.