



JOB TITLE	DEPARTMENT	REPORTS TO
Intern Principal	School Based	Appropriate Executive Director

Position No: 73101, 73102, 73103	Length of Work Year: 12 Months
Salary Schedule: PG7, PG8, PG10	Date Approved: 5/10/16
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS

1. Master's Degree from an accredited educational institution.
2. Certification Educational Leadership or School Principal.
3. Minimum three (3) years effective experience as an assistant principal or in a comparable administrative position is preferred.
4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Responsible for the total school program.
2. Establishes and maintains an effective learning climate in the school.
3. Participates in the selection, evaluation and supervision of all school personnel.
4. Establishes guides for proper student conduct and maintaining student discipline.
5. Supervises the school's teaching process.
6. Plans, organizes, delegates and monitors the implementation of all school activities.
7. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives. Discusses and resolves individual student problems.
8. Assumes responsibility for all official school correspondence and news releases.
9. Serves as a member of such committees and attends such meetings as the Superintendent shall direct.
10. Serves as an ex-officio member of all committees and councils within school.
11. Keeps appropriate Executive Director informed of events and activities of an unusual nature.
12. Assumes responsibility for professional growth and development through membership and participation in the affairs of professional organizations, through attendance at appropriate meetings and conferences, and through enrollment in advanced courses.
13. Performs such other tasks and assumes such other responsibilities as the appropriate Executive Director may assign.

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.