ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2200**

**ADMINISTRATION**

**Performance Expectations – Principals**

As the administrator in charge of day to day operations, the principal is responsible for many phases of the school’s educational program which encompasses both personnel and resource management. The Board expects that the principal shall exhibit knowledge and skill in the following areas:

I. Instructional Leadership

a. provide leadership in the development of a climate for the educational change, the

implementation of new programs and the assessment of innovation;

b. participate in the development and implementation of a continuous school improvement

plan that is research-based and data-driven, and that incorporates the fundamental

concepts of team leadership and District-wide, shared decision making;

c. implement formative evaluation strategies oriented to the improvement of instruction and

make adjustments to meet building needs;

d. develop student activities consistent with District goals;

e. communicate and promote Nebraska standards and assessment;

f. assume responsibility for school and educational programs;

g. implement formative evaluation strategies oriented to the improvement of instruction;

h. provide for selection, induction, and continued staff development of building personnel’

i. provide effective K-12 curricular leadership.

II. School Management

a. maintain effective and efficient day to day operation of the school;

b. promote a clean and orderly school plant and identify needed changes and improvements;

c. budget time to achieve balance between administration and supervisory duties;

d. provide sound fiscal management of building resources and programs;

e. maintain all necessary records.

III. Personnel Management

a. work effectively with staff in subordinate, peer, and superordinate, peer, and superordinate

roles;

b. provide for effective evaluation of building personnel based on District personnel appraisal

process;

c. hold ultimate responsibility for the selection, induction, and continued utilization of the various

talents, skills, and training possessed by individual staff members.

IV. Student Management

a. create an environment that promotes positive student attitudes;

b. assume responsibility for effective practices that maintain desirable student conduct.

V. Professional Responsibility

a. model effective interpersonal communication skills and promote a positive interpersonal

climate within the building;

b. possess organizational ability;

c. possess effective skills in problem-solving, decision-making, and judgement;

d. implement District policies, programs, and procedures in accordance with Department of

Education regulations and state and federal law;

e. participate in professional growth activities;

f. hold high expectations for self as evidenced by modeling positive work habits and behaviors;

g. demonstrate growth and change in professional behavior;

h. function as an integral part of the administrative team;

i. supervise school activities as needed and/or assigned;

j. attend administrative team meetings and Board of Education meetings as requested.

VI. School and Community Relations

a. work effectively with parents, students, staff, and community leaders;

b. provide service to the community as a representative of the school;

c. respond to the needs of the various publics;

d. assist with a community relations program in order to insure a cooperative atmosphere

between the school and the home.

**Required Qualifications**

Qualified principals should possess:

1. a minimum of a Master’s Degree from an approved institution, with a major in educational

administration or the accepted equivalent;

2. successful experience in a leadership role;

3. four years of successful teaching experience;

4. the appropriate Nebraska Administrative Certificate;

5. experience, maturity, and leadership abilities in appropriate facets of school administration;

6. sensitivity to the needs and objectives of the student, teacher, school, and District;

7. the ability to supervise, evaluate, and manage the work of others;

8. leadership skills in the area of curriculum development, management, and evaluation.

The Board directs the Superintendent to create and keep on file a job description for each building principal.

A. Physical Requirements

Never Occasional Frequent Constant

0% 1-32% 33-36% 67+%

1. Standing X

2. Walking X

3. Sitting X

4. Bending/Stooping X

5. Reaching/Pushing/Pulling X

6. Climbing X

7. Driving X

8. Lifting X

10# Max

9. Carrying X

20 feet

10. Manual Dexterity Task X

Telephone/Computer/Calculator

B. Other Requirements (Intellectual, Sensory):

1. Exemplary oral and written communication skills.

2. Ability to work well with others and motivate them.

3. Sensitivity in applying theories of sound education to meet District needs.

4. Conflict resolution skills.

C. Work Conditions

1. Inside Outside Both X

2. Climate Environment:

Primary work area is an air-conditioned office, duties often require working in areas

subject to extremes of temperature and humidity

D. Hazards:

1. Stairs in most buildings.

2. Stress caused from leadership/managing conflict.

3. Loss of family/personal time.