

# Banks School District 13

Code: GC-AR(10)  
Adopted: 1/14/02

## Job Description - Principal

Division: Schools  
Department: School building  
Immediate Supervisor: Superintendent  
Supervises: Students and staff of the school for which he/she serves as principal.

General Duties: To use leadership, supervisory and administrative skills so as to promote the educational development of each student.

### Essential Requirements

- A. A valid Oregon administrator's license.
- B. Degrees and area of study as required by Oregon licensure.
- C. Prior job-related experience will be considered but is not required.
- D. Such alternatives to the above qualifications as the superintendent and/or Board may find appropriate.

### Essential Responsibilities

- A. Utilizes all the resources of the school system in developing the most effective educational program possible.
- B. Implements and maintains Board policies and administrative rules relating to the school.
- C. Supervises all licensed and classified personnel attached to the school, and assumes responsibility for the safety and administration of the school plant.
- D. Establishes guides for proper student conduct and maintaining student discipline.
- E. Assists the superintendent in the recruiting, screening and hiring of the district's professional staff.
- F. Plans, organizes and directs the implementation of all school activities.
- G. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
- H. Participates in administrator's meetings and such other meetings as are required or appropriate.

### Evaluation

Performance of this job will be evaluated in accordance with provisions of the superintendent.