

# Cochrane-Fountain School District – Job Description

## Title: Principal

### Summary

The Principal inspires, leads, guides, and directs every member of the building's instructional and support services team in setting and achieving the highest standards of excellence, so that each student learns, grows and succeeds. This position plans, develops, implements, leads, and evaluates the building's progress towards achieving the District's vision and strategic direction.

### Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Demonstrate proficiency in the Wisconsin Administrator Standards

### Academic Programming and Scheduling

- Develop master schedule for elementary, junior high and high school.
- Develop hourly schedule for junior high and high school.
- Develop supervision schedule to ensure staff coverage of recesses, breakfast breaks, lunch periods, before and after school areas of concern and the like.
- Annually assess staffing needs and develop recommendations for additions, reductions, and assignment changes.
- Oversee student scheduling processes and procedures.
- Participate in reviewing and approving new course proposals.
- Oversee at-risk programming and scheduling.
- Seeks and support academic programming that supports academic growth and student success

### Supervision and Support of Staff

- Post and hire new/replacement teaching/staff positions as needed.
- Maintain Educator Effectiveness evaluator certification.
- Create an evaluation schedule to ensure completion of Educator Effectiveness requirements.
- Regularly review submitted documents from staff and provide feedback as needed.
- Provide verbal or written feedback following all observations.
- Complete required meetings and summary evaluations in accordance with district timelines and deadlines.
- Develop and administer plans of improvement as needed.
- Resolve personnel conflicts.
- Plan new teacher orientation and mentoring program.
- Provide emergency supervision of classrooms as needed

### Student Discipline (when assistant principal is unavailable)

- Respond to office referrals and online discipline referrals with appropriate consequences and student behavior coaching.
- Document referrals and consequences in student information system.
- Contact parents for repeated or significant student behaviors.
- Provide support and resolution of student-teacher, student-student conflicts.
- Supervise or assign supervision of student detentions.

### Assessment Coordination and Results Analysis

- Assist in the coordination of standard assessments as needed.
- Evaluate assessment results and communicate these to stakeholders.
- Use assessment data to evaluate school programming and identify areas where improvements are needed.

### Safety and Security Supervision

- Supervise hallways and cafeteria throughout the school day to ensure visibility.
- Maintain CPI certification and utilize appropriate de-escalation responses or physical restraint methods as needed.
- Oversee safety committee.
- Review and revise safety plans annually
- Schedule and facilitate required safety drills.

### Fiscal and Reporting Responsibilities

- Communicate budget process requirements to staff.
- Gather staff budget requests to create building budget for submission to superintendent.
- Complete DPI, state, and federal reports as assigned.

### School Improvement Leadership

- Review student handbook updates (submitted by AP)
- Oversee school-wide initiatives such as PLC system changes and Mental Health support system implementation.
- Co-lead staff development planning and training efforts.
- Oversee staff meeting sessions.

### Additional Responsibilities

- Support students, parents and teachers through conflicts or complaints
- Work with the Supervisor of Buildings and Grounds to recommend building and grounds improvements.
- Collaborate with the Transportation Supervisor on student transportation issues.
- Collaborate with the Athletic Director on student athletic practices and events and requests for use of the gym
- Collaborate with the Food Service Supervisor as needed
- Serve as an advisor to the Superintendent.

### **Professional Responsibilities**

- Attend administration team meetings, School Board meetings, committee meetings (as requested) and IEP meetings as needed.
- Seek at attend professional conferences and professional development opportunities.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Satisfactorily complete all annual requirements of the Educator Effectiveness process.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

### **Typical Physical Requirements**

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

### **Qualifications for Employment**

#### Required

- Possess a minimum of a M.S/M.A. degree and a valid Wisconsin Administrative License
- Interpersonal skills to interact courteously and effectively with students, teachers, administrators, and the public.
- Technology skills needed to effectively perform job
- Effective oral and written communications
- Organizational and time management skills

#### Preferred

- Working knowledge of Infinite Campus
- Previous administrative experience

#### **Terms of Employment**

Employment is full-time, 12 months. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

#### **Evaluation**

Annual evaluation to be completed by the Superintendent.

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**