



Address:
30 West Pershing Road
Suite 402
Kansas City, MO 64108

Phone:
(816) 241-6200
Fax:
(816) 241-6201
Website:
www.frontierschools.org

Job Description: Principal

SUMMARY:

Position : Principal
Description : To provide the leadership and vision necessary to develop and administer educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.
Reports to : Superintendent
Department : Campus Administration
Job type : Full time
Classification : Exempt
Calendar Type : 11 Month (Calendar 2)

QUALIFICATIONS:

- Bachelor's degree from an accredited educational institution. Master's degree or higher in educational administration is preferred.
- Minimum of three years of successful school administrator/professional experience.
- Valid Missouri Principal's Certificate for the appropriate grade levels is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the operation and all other activities and functions which occur at the assigned school
- Develop positive school/community relations and act as liaison between the school and community. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
- Develop, implement, and assess the instructional programs at the assigned school and coordinate with district instructional staff in program planning.
- Provide training opportunities to personnel at the assigned school.
- Participate in developing the district strategic plan, school calendar and staffing plans. Manage and administer school functions relating to these items.
- Interview and select qualified personnel for employment.
- Conduct performance appraisals and make reappointment recommendations for school personnel.



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- Manage and administer personnel development through training, in-service and other developmental activities.
 - Implement and administer negotiated employee contracts at the school site.
 - Develop long- and short-range facility needs at the assigned school.
 - Coordinate facility and support service requirements.
 - Coordinate plant safety and facility inspections at the assigned school.
 - Coordinate all maintenance functions at the assigned school.
 - Coordinate and supervise transportation services at the assigned school.
 - Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
 - Establish and manage student accounting and attendance procedures at the assigned school.
 - Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
 - Assign and supervise school personnel to special projects for the enhancement of the school.
 - Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
 - Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
 - Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
 - Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
 - Attend Board meetings.
 - Direct the establishment of adequate property inventory records and ensure the security of school property.
 - Coordinate the supervision of all extracurricular programs at the assigned school.
 - Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
 - Serve as a member of the Superintendent's districtwide management team.
 - Provide leadership in the school improvement process and implement the school improvement plan.
 - Maintain visibility and accessibility on the school campus.
 - Attend school-related activities and events.
 - Supervise all the school employees.



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- Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- Direct the development of the master schedule and assign teachers according to identified needs.
- Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
- Establish a professional rapport with students, parents and staff. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Perform other incidental tasks consistent with the goals and objectives of this position.

SKILLS AND ABILITIES:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to organize special programs for assigned campus.
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze data
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Light Work: May require occasional light lifting.
- Moderate travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.