



Policies and Procedures

Section Five – Personnel

550.200 – Job Description Principal

INTRODUCTION

The Principal is directly responsible to the Head of School and is expected to maintain effective working relationships with all members of the EMS school community, including other administrators, teachers, non-teaching staff, students, parents, School Board, and other members of the community at large. The Principal will be a positive role model that fosters a positive learning atmosphere by developing and maintaining efficient and productive day-to-day operations of the educational program of the school.

QUALIFICATIONS / SKILLS:

- Professional Training and Certification as outlined in the Teacher's Contract. (minimum Master's degree with focus on Leadership)
- Demonstrated ability to lead
- Five years of experience in a senior leadership position (preference given if this experience was in an International School)

REPORTS TO:

- Head of School

JOB GOALS:

- To be responsible for the educational welfare of the students.
- To improve the quality of the educational programs in the school.
- To assist the Head of School in the operations of the school facility.

PERFORMANCE RESPONSIBILITIES

Administration

1. Assists the Head of School in providing leadership to, and implementing, the total educational and instructional program (including program review).
2. In charge of day-to-day operations of the school.
3. Implements the policies outlined in the EMS Policy Handbook.
4. Works with the Head of School in the preparation and implementation of the annual budget.
5. Supervises Assistant Principals and/or Grade Coordinators and delegates duties to them appropriately.
6. Oversees the development of the school timetable.
7. Oversees the development of supervision schedules.
8. Oversees the development of a long range planning calendar.
9. Oversees the effective use of the school's data management system (iSAMS).
10. Oversees the training of new staff for the school's data management system (iSAMS).
11. Responsible for the preparation of the Student/Parent Handbook, the Faculty Handbook and the New Teacher Orientation Manual.
12. Works with the Head of School in the development of the school calendar.
13. Establishes routines for regular staff meetings. This includes agendas and properly stored minutes.
14. Arranges for "cover teachers" when teachers are absent.
15. Oversees the development of inventory reports for school supplies, equipment and materials.
16. Assists the Head of School in the preparation of materials for the accreditation process.

Staff

1. Makes recommendations and participates in staff selection.
2. Does classroom observations as appropriate.
3. Performs evaluations for Teaching Staff.

Students

1. Assists the Head of School in ensuring the safety and security of students and others in the school educational programs and activities (on & off campus).
2. Ensures that students have the highest quality of education and activities possible.
3. Implements the school discipline policy, as outlined in the school's handbooks.
4. Implements and supervises the school's attendance and late policy, by ensuring proper records are kept by all teachers and office staff, and that attendance problems are followed up and appropriate consequences given.
5. Oversees activities of student leadership groups (Student Council).
6. Implements a robust Awards program.

Professional Development

1. Attends appropriate and relevant educational workshops, seminars and conferences on current trends, practices and research.
2. Assists the Head of School in developing and implementing Teacher Professional Development activities.

Curriculum

1. Collaborates with the Head of Learning & Instruction to provide leadership to Assistant Principals and Grade Coordinators in curriculum matters.
2. Assists the Head of School in the ordering of curriculum materials and textbooks.
3. Maintains awareness of curriculum innovations that surface in areas outside the school.
4. Encourages teachers to incorporate a variety of teaching strategies and activities to implement the philosophy, goals and objectives of the school.
5. Ensures that approved curriculum is taught and that approved materials are being used for instruction.
6. Provides supportive leadership in curriculum review and program implementation.

Other

1. Ensures that appropriate and accurate reporting procedures are followed (includes proofreading comments and printing the Report Cards).
2. Attends School Board meetings when requested by the Superintendent.
3. Attends Senior Leadership Team meetings as assigned by the Head of School.
4. Develops relationships to access community resources and services to supplement the school programs.
5. Facilitates organizational efficiency by promoting and maintaining open communications and complying with established lines of authority.
6. Promotes positive student attitudes and mutual respect for all members of the school community.
7. Organizes meetings for parents as necessary.
8. Assists the Head of School in the development of promotional materials for new staff and students.
9. Provides data to the Head of School for weekly campus reports to the Superintendent.
10. Assists the Head of School with other tasks/functions as mutually agreed.

EVALUATION OF PERFORMANCE:

Annually, in accordance with the *EMS Evaluation Policy*.

TERMS OF EMPLOYMENT:

As outlined in the employment contract.

Revised Feb. 14, 2015