

State of Hawaii
Department of Education

Generic Position Description
PRINCIPAL

Duties Summary

Provides the overall leadership and management of the total educational program for a school; develops and promotes a student-focused school culture and creates an effective learning environment for students; oversees the total school operation.

Promotes a positive school culture focused on what is most beneficial to students.

1. Reinforces excellence and holds students, teachers, and staff to high expectations.
2. Promotes a safe and caring climate for learning.
3. Promotes effective communication.
4. Orients new parents, students, and staff to school programs, philosophy, organizational patterns, and Departmental policies and regulations.
5. Facilitates and encourages collaborative decision making.
6. Recognizes exemplary performance of teachers and other school personnel.

Creates an effective learning environment for students.

7. Assures that appropriate curriculum and effective instruction is being delivered in each classroom.
8. Reviews curriculum and instructional plans, observes instruction.
9. Works to identify and diagnose curriculum and instructional problems.
10. Uses evidence to evaluate and improve the design, materials, and implementation of curriculum and instructional programs.
11. Works with teachers to design positive learning experiences for students.

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12. Develops short and long range curriculum and instructional program plans based upon assessed needs, and sets goals and objectives collaboratively with staff, parents, students and community members as appropriate.
13. Facilitates the planning and application of emerging technologies in the classroom.
14. Plans and develops an effective schedule and organization of classes to facilitate student learning.
15. Coordinates the staff's identification of appropriate and adequate equipment, books, supplies and instructional resources to implement an effective educational program.
16. Implements programs and activities designed to reduce violence and vandalism.

Addresses the developmental needs of students.

17. Helps students develop a sense of self-worth.
18. Diagnoses and analyzes student needs and learning styles.
19. Examines and improves school programs.
20. Administers the development and implementation of an effective guidance-counseling program.
21. Develops and implements guidelines for student conduct, and a discipline plan with rules and consequences for student behavior.
22. Provides for the assessment and placement of students.
23. Provides for the evaluation and reporting of student progress, both written and oral.
24. Administers and coordinates testing programs and student surveys.
25. Monitors student achievement.
26. Monitors student attendance.
27. Provides for enrichment education for students through such activities as student government, leadership training, field trips, athletics, band, chorus, etc.
28. Supervises off-campus school-related activities such as proms, sporting events, and out-of-state trips, etc.

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Addresses the differences in student cognition and achievement.

29. Accommodates students in appropriate educational settings.
30. Administers and coordinates educational programs such as Gifted and Talented, Students of Limited English Proficiency, etc.
31. Coordinates the referral and screening of students needing comprehensive evaluation.
32. Participates in the assessment, planning, development, implementation, and modification of individual education plans for all special education students.
33. Confers with parents on the interpretation of diagnostic results, and individualized education program plans.

Mobilizes the participation or employment of appropriate individuals to establish a positive learning environment for students.

34. Networks with parental groups, such as the PTA and school community council , and with community groups, businesses, agencies, and organizations to accomplish school goals and objectives.
35. Fosters educational efforts between parents and teachers.
36. Recruits, interviews, hires, and provides orientation for teachers and other school personnel.
37. Appoints department chairpersons or grade level chairpersons, student activities coordinator, class advisors and registrar.
38. Counsels, guides, and evaluates the job performance of school personnel.

Improves the quality of the learning environment by strengthening the knowledge and skills of the school staff.

39. Encourages personal and professional growth and leadership among the staff.
40. Provides leadership in assessing the need for designing, selecting, and promoting in-service education of the total staff.
41. Coordinates and provides staff development activities.
42. Assists teachers in their professional improvement efforts in fulfillment of their duties.
43. Participates in professional improvement activities and in-service training programs.

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Develops a shared strategic vision for the improvement of teaching and learning.

44. Facilitates in the development and articulation of a shared School Improvement Plan.
45. Ensures continuous renewal of curriculum and instructional policies and methods.
46. Provides leadership and direction in the installation of new programs, and reviews and evaluates new program guides with appropriate personnel.
47. Pursues and encourages the development of innovative curriculum and instructional programs.

Oversees the total school operation, including administrative, fiscal, and personnel functions, and responsibility for facilities.

48. Obtains broad-based input for fiscal analyses and decision-making.
49. Provides leadership in the development of the biennial budget and the annual operating expenditure plan based on program plans, curriculum and instructional needs, priorities, repair and maintenance, capital improvements and the replacement of equipment and instructional materials.
50. Plans and manages the business affairs of the school in accordance with established business procedures and practices.
51. Provides leadership in applying or writing for Federal or other grants.
52. Accounts for monies involved in sales, collections, school lunches, field trips, adult education tuition, etc.
53. Prepares administrative reports and other materials as required or appropriate. Prepares fiscal reports as required.
54. Attends district office, state office, complex meetings, and community meetings as appropriate.
55. Administers all Departmental rules and regulations, and applicable rules and regulations of other governmental agencies.
56. Establishes and administers standard operational procedures and practices consistent with the provisions of the Department of Education School Code.
57. Administers the provisions of the collective bargaining contracts for vice-principals, teachers, blue-collar supervisory, blue-collar non-supervisory, white collar non-supervisory and professional workers.

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58. Assesses teaching competencies and classroom management, conducts evaluations in accordance with contractual requirements.
59. Develops roles and functions of teachers, supervisors and administrators for implementing the guidelines for student conduct in accordance with contractual provisions and Chapter 19, *Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence*.
60. Provides and maintains student transcripts and other records.
61. Maintains a master calendar of school programs and activities.
62. Plans the staff's summer work schedules.
63. Assumes responsibility for the general custody of facilities and equipment.
64. Reviews all requests for the use of facilities in accordance with Departmental rules and regulations, and develops procedures and guidelines for the use of these facilities.
65. Provides opportunities for campus beautification through landscaping and maintenance.
66. Makes provisions to maintain and upgrade facilities.
67. Conducts periodic checks for necessary repair and maintenance, and coordinates with the district office in establishing repair and maintenance program priorities.
68. Administers the repair and maintenance school-allocated fund.
69. Participates in CIP planning and construction to insure the appropriate design, utilization, and satisfactory completion of construction projects.
70. Maintains the school plant in accordance with health and safety standards. Develops procedures for implementing Departmental programs relating to health and safety.
71. Administers the health services provided by the Department of Health.
72. Coordinates and supervises personnel and programs in the implementation of campus safety and security requirements.
73. Develops appropriate lines of responsibilities and procedures, and drills for the proper supervision and safety of the students and staff.
74. Develops/maintains school emergency plans which include responsibilities in the event of disasters, fights, break-ins, fire, water main breaks, flooding, hurricanes, etc. affecting students/campus.

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75. Administers and provides for school lunch services.
76. Supervises the organization of lunchroom operations; evaluates operations and makes improvements as appropriate.
77. Performs other related responsibilities as required, or assigned by the District Superintendent.