

Commerce Public Schools

BOARD OF EDUCATION:

LARRY PERRY, President

TERRY HELMIG, Vice President

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JACK THOMPSON, Member

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420 D Street

Commerce, Oklahoma 74339

DICK CURREY,

Superintendent of Schools

RANDALL JONES, High School Prin.

JIM HUTTO, Middle School Prin.

JACK REDDEN, Elementary Prin.

PATRICIA HALL, Fin. Secretary

TITLE: Principal

- QUALIFICATIONS:
1. A Master's degree or higher, with a major in educational administration.
 2. A valid state certificate to practice as a school principal.
 3. At least three (3) years experience in public school administration and supervision.
 4. At least two (2) years successful experience as a classroom teacher.
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving in assigned school.

JOB GOAL: To make the school facility an attractive, pleasant, and productive place in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Programs classes within established guides to meet student needs.
3. Supervises the guidance program to enhance individual student education and development.
4. Establishes guides for proper student conduct and maintaining student discipline.
5. Supervises the school's teaching process.
6. Plans, organizes, and directs implementation of all school activities.
7. Initiates, designs, and implements programs to meet specific needs of the school.
8. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
9. Orients newly assigned staff members and assists in their development, as appropriate.
10. Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, and the like.
11. Implements and supervises the school's special education program.
12. Assumes leadership in the direction of the school's athletic and extra-curricular activities.
13. Evaluates and counsels all staff members regarding their individual and group performance.

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14. Prepares or supervises the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration.
15. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
16. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
17. Attend special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
18. Maintains and controls the various local funds generated by student activities.
19. Cooperates with college and university officials regarding teacher training and preparation.
20. Works with various members of the central administrative staff on school problems of more than inschool import, such as transportation special services, and the like.
21. Conducts staff meetings to keep members informed of policy changes, new programs, and the like.
22. Keeps the Superintendent informed of the school's activities and problems.
23. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

TERMS OF EMPLOYMENT: Eleven (11) month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated once annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

DATE: _____

EMPLOYEE: _____