|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | SCHOOL PRINCIPAL | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The position of school principal involves planning, directing, or coordinating the academic, clerical, or auxiliary activities of public or private schools. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A master’s degree or equivalent; * Ability to listen and give full attention to what other people are saying, and to use reasoning and logic to identify the strengths and weaknesses of alternative solutions; * Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one. | | | | |
| COMPETENCIES: | | * Leadership — Job requires a willingness to give direction, lead, take charge, and offer opinions. * Dependability — Job requires being dependable, reliable, responsible and fulfilling obligations. * Cooperation — Job requires displaying a good-natured, cooperative attitude and being pleasant with others on the job. * Adaptability/Flexibility — Job requires being agreeable to positive or negative changes and to considerable variety in the workplace. * Integrity — Job requires being ethical and honest. | | | | |
| TASKS: | | * Liaise with teachers to set performance goals and objectives; to develop and maintain curriculum standards and to develop mission statements. * Interact with staff and parents to discuss educational activities, policies, and student behavioural or learning problems; * Counsel and provide guidance to students regarding behavioural or vocational issues, personal, academic. * Enforce discipline and attendance rules; * Establish, coordinate, and oversee particular programmes across school districts, such as programmes to evaluate student academic achievement; * Evaluate curricula, teaching methods, and programmes to determine their effectiveness, efficiency, and utilisation, and to ensure that school activities comply with national, provincial, and local regulations; * Observe teaching methods and examine learning materials to evaluate and standardise curricula and teaching techniques, and to determine areas where improvement is needed; * Plan and lead professional development activities for teachers, administrators, and support staff; * Recruit, hire, train, and evaluate primary and supplemental staff; * Set educational standards and goals, and help establish policies and procedures to carry them out. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |