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| **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.
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| 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.
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| 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.
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| 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. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |