



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Principal of Russell Jones Education Center

FLSA: Exempt – Professional

REPORTS TO: Director of Special Services

QUALIFICATIONS:

- Missouri Principal Certificate
- A minimum of 3 years successful special education teaching experience.
- Successful administrative experience.
- Excellent communication skills.
- Educational Doctorate preferred

MAJOR POLICY RESPONSIBILITIES:

The principal is responsible for providing effective instructional leadership and is accountable for the school's operation. Major responsibilities include the educational program, professional and personal development, supervision of all Russell Jones Education Center staff, team management, and fiscal management activities.

ESSENTIAL JOB FUNCTIONS:

1. Reviews lesson plans and confers with teachers to link teaching/learning activities to the educational goals.
2. Provides leadership in developing the necessary climate for change and growth within the school.
3. Supervises teaching staff in accordance with building and district philosophy.
4. Develops and implements an on-going staff development program.
5. Performs the responsibility for participation in the selection, assignment, orientation, and evaluation of all personnel for whom she/he has supervisory responsibility.

6. Observes classroom instruction on a regular basis and provides feedback to staff through effective conferencing skills.
7. Maintains an educational environment that promotes positive student/staff attitude, thus attaining high expectations for student achievement.
8. Provides for effective and efficient day-to-day operation of school facilities that are conducive to a positive learning environment.
9. Develops and demonstrates effective communications through regular staff meetings, weekly building communications, and personal contact.
10. Ensures compliance of special education laws and student IEPs.
11. Utilizes an understanding of mental health issues in adapting the learning environment to meet each student's educational and psychological needs.
12. Collaborates with teachers, parents, and local mental health agencies to create safe, healthy, and supportive learning environments for all students.

OTHER JOB FUNCTIONS:

1. Supports and participates in parent/community activities.
2. Interacts with students and staff in a mutually respectful and friendly manner and is accessible and receptive to needs and concerns.
3. Discharges the responsibility for making expenditures in accordance with the operational philosophy of the district.
4. Demonstrates positive relationships with the students, staff, parents, and community.