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**TITLE:** Principal – Virtual School

**QUALIFICATIONS:**

1. Minimum of a Master's Degree in School Administration
2. Minimum of three years teaching experience
3. Such alternatives or additional qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent

**SUPERVISES:** Assigned School Personnel

**JOB GOALS:** To use leadership, supervisory, and administrative skills to promote the educational development of each student.

**JOB DUTIES**

1. Serves as administrator of all virtual instruction.
2. Maintains a visible presence for teachers and students.
3. Monitors enrollment and re-enrollment processes, student progress, pacing, and completion rates ensuring that targets are met.
4. Establish and maintain an effective learning climate in the school.
5. Works with special education administration to ensure the delivery of special education services to identified students.
6. Initiate, design, and implement programs to meet specific needs of the school.
7. Keep the superintendent informed of the school's activities and problems.
8. Make recommendations concerning the school's administration and instruction.
9. Work with administrators to develop and improve new virtual education opportunities.
10. Work with administrators, principals and counselors to create learning opportunities for students across the district.
11. Work with parents and students to find the educational pathway that leads to success.
12. Prepare and administers the school's budget and supervises school finances.
13. Supervise the maintenance of all required building records and reports.
14. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
15. Work with various members of the central administrative staff on school problems of more than in-school importance, such as transportation, and special services.
16. Interpret and enforces district policies and administrative regulations.
17. Maintain active relationships with students and parents.
18. Budget school time to provide for the efficient conduct of school instruction and business.
19. Lead in the development, determination of appropriateness, and monitoring of the instructional program.
20. Approve the master teaching schedule and any special assignments.
21. Schedule classes within established guidelines to meet student needs.
22. Assist in the development, revision, and evaluation of the curriculum.
23. Supervise the guidance program to enhance individual student education and development.
24. Keep supervisor informed of events and activities of an unusual nature, as well as, routing matters related to the supervisor's accountability.
25. Maintain high standards of student and enforces discipline as necessary, according due process to the rights of students.
26. Establish guides for proper student conduct and maintaining student discipline.
27. Attend special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events when necessary.
28. Supervise the maintenance of accurate records on the progress and attendance of students
29. Assume responsibility for the attendance, conduct, and maintenance of the health of the students.
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31. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
32. Supervise all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
33. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and support staff.
34. Supervise the school's teaching process.
35. Orient newly assigned staff members and assists in their development, as appropriate.
36. Evaluate and counsel all staff members regarding their individual and group performance.
37. Conduct meetings of the staff as necessary for the proper functioning of the school.
38. Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instruction.
39. Recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory.
40. Assume responsibility for the safety and administration of the school plant.
41. Supervise the daily use of the school facilities for both academic and nonacademic purposes.
42. Plan and supervise monthly fire drills and an emergency preparedness program.
43. Assert leadership in times of civil disobedience in school in accordance with established Board policy.
44. Provide for adequate inventories of property under school jurisdiction and for the security and accountability for that property.
45. Supervise all activities and programs that are outgrowths of the school's curriculum.
46. Participate in principals' meetings and such other meetings as are required by the superintendent or administrative staff are appropriate.
47. Serve as an ex-officio member of all committees and councils within his/her school.
48. Cooperate with college and university officials regarding teacher training and preparation.
49. Respond promptly to written and oral requests for information from the state department and central office.
50. Assume responsibility for all official school correspondence and news releases.
51. Establish and maintains 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.
52. Serve as a member of such committees and attends such meetings as directed by the superintendent.
53. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
54. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
55. Perform other duties as may be assigned.

