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# Example of School Principal Job Description

Our company is growing rapidly and is hiring for a school principal. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for school principal

* Monitors the implementation and follow-up of the recommendations from Advanced Ed/WCEA visit
* Assists with interviewing, observation and evaluation of teachers
* Monitors government program applications, monies and services with public school district
* Facilitates annual revision of handbooks
* Oversees the acquisition and training of substitute teachers ensuring compliance with certification requirements and diocesan screening procedures
* Maintain complete and accurate personnel records according to Diocesan guidelines
* Plan and administer standardized tests when requested.Keep programs within budget limits
* Manage use of school facilities
* Direct and manage extracurricular programs in the elementary school including management of multiple activity funds
* Supervise custodialship of education records and provide copies of official transcripts when requested

## Qualifications for school principal

* Strong leadership skills and a record of showing leadership in a variety of situations
* Self-motivation, high energy, and relentlessness in meeting challenges
* Belief in the necessity of high behavior expectations and consistency in upholding those expectations
* Vision for instructional excellence that requires deep thinking and engagement from all students
* Based on school-wide academic goals, instructional priorities and individual development goals, lead staff members to achieve high performance through goal setting and evaluation, data driven instruction, , coaching and feedback
* Serve as a key member of the KIPP Dallas-Fort Worth School Leadership Team, representing the school to a variety of audiences and supporting all necessary functions for school management and success