



Example of School Principal Job Description

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Our company is looking to fill the role of 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

- Track graduation requirements for our seniors by collaborating with summer site counselor
- Enforce summer school attendance policy
- Contact students and parents re
- Record and maintain notes in Student Contact Log in Synergy
- Support teachers and confirm grades are entered at end of each term by deadline
- In order to ensure payroll accuracy all summer administrators will collaborate with summer site secretary
- Submit gradebooks/flash drive, admin handbook and any associated paperwork to IM at end of summer
- Attend summer school graduation ceremony
- Submit all required reports, including payroll time sheets, accurately and in a timely manner
- Manage a cohort of teachers to achieve their individual goals, coordinate action plans for professional growth, and evaluate progress in each goal

Qualifications for school principal

- Proven track record of student academic success or significant academic gains in a principal role serving an at-risk population in an urban setting
- Must have K-8 experience – know and love the kids you serve
- Minimum 3 years of principal experience

- Familiarity with state-required reporting and managing student data is strongly preferred
- Master's Degree with Nevada Administrative Licensure is preferred