

Rolling Hills Public Charter School

**JOB DESCRIPTION**

**5205P1**

**Title:** Administrator/Principal

**Job Goal:** To provide a safe and exceptional learning environment to prepare and inspire all students to reach their full potential.

**Duties:** The Administrator/Principal is the Charter School's Executive Officer and is responsible for the administration and management of the Charter School, in accordance with Board policies and state and federal law. The Administrator/Principal is authorized to develop administrative procedures to implement Board policy, and to delegate duties and responsibilities. Delegation of power of duty, however, shall not relieve the Administrator/Principal of responsibility for the action that was delegated.

**Qualifications:**

1. The Administrator/Principal must be of good character and of unquestionable morals and integrity.
2. The Administrator/Principal shall have the experience and the skills necessary to work effectively with the Board, Charter employees, students, parents, and community.
3. The Administrator/Principal shall have a valid Idaho Education Credential with an Administrator endorsement or verification of meeting state requirements to qualify for certification and such other qualifications of academic, professional and personal excellence as the Board may specify.

**Responsible to:** Board of Directors

**Performance Tasks:** The Administrator shall:

- A. Coordinate the total educational and operational program of the Charter School and provide leadership in its development and improvement.
- B. Represent the Board of Directors as the liaison between the Board and the Charter School community.
- C. Attend and participate in meetings of the Board of Directors and its committees, except when his/her employment or salary is under consideration or when there is an executive meeting, unless at the request of the Board of Directors.
- D. Supervise school staff, provide assistance when and where necessary, and establish criteria and processes for evaluating school staff at least once annually. Recommend the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of employees as provided by the law and the policies of the Charter school.

- E. Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the school under his/her supervision.
- F. Recommend candidates for employment as certificated and classified staff and assist in the training.
- G. Develop an organizational chart indicating the channels of authority and reporting relationship for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.
- H. Assume the responsibility for the attendance, conduct, and health of all students.
- I. Exercise decisive leadership in crisis situations.
- J. Assume responsibility for the safety and management of the school plant and grounds.
- K. Provide leadership in the development, operation, supervision, and evaluation of the educational program, and study and revise, together with the staff, all curriculum guides and courses of study, on a continuing basis.
- L. Recommend to the Board of Directors for its adoption all courses of study, curriculum guides, textbooks, and major changes in texts and time schedules to be used in the Charter School.
- M. Recommend policies or policy changes to the Board, develop procedures that implement Board policy, and implement Board policies and administrative regulations.
- N. Recommend annual objectives for the improvement of the Charter School.
- O. Organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the Charter School, subject to the approval of the Board.
- P. Recommend contracts for major construction, remodeling or maintenance.
- Q. Prepare reports regarding school plant and facilities needs.
- R. Maintain adequate records for the Charter School, including a system of financial accounts, business and property records, personnel, school population, and scholastic records. Act as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board of Directors. Management of all assets will be in accordance to the Bylaws and Policies of the Charter School, and will be Board approved.
- S. Inform the Board of appeals and implement any such forthcoming Board decisions.
- T. Recommend formation of ad hoc citizens' committees.
- U. Supervise the preparation of the annual operating budget recommendation and implement the Board approved budget. Approve and direct, in accordance with law and regulations of the Board, purchases and expenditures within the limits of the approved budget.
- V. Coordinate annual testing, Title I, Title II, Title III/LEP and other federal programs.

- W. Recommend payment of vouchers or payroll.
- X. Diligently investigate and make purchases that benefit the most efficient and functional operation of the Charter School.
- Y. Inform the Charter Commission about activities at the school as needed, and forward or cause to be forwarded required reports, including the annual report to be delivered to the Charter Commission
- Z. Undertake consultative work, speaking arrangements, writing, lecturing, or other professional duties and obligations with the Board of Directors' approval. Keep informed of changes, developments, and research in education by advanced study, by visiting school systems elsewhere, by attending educational conferences, and keep the Board of Directors informed of trends in education.
- AA. Prepares and submits to the Board of Directors recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and report as are needed to insure the making of informed decisions.
- BB. Perform such duties as may be assigned.

Terms of  
Employment:

Employment period and salary will be determined by the Board of Directors. The Board and the Administrator/Principal shall enter into a contract approved by the Board and which shall govern the employment relationship between the Board and the Administrator/Principal. Salary will be determined by the Board.

Evaluation:

The Board will evaluate at least annually the performance of the Administrator/Principal, using standards and objectives developed by the Administrator/Principal and the Board., which are consistent with the Charter School's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation shall include a discussion of strengths and weaknesses, as well as student achievement results, performance areas improvement and input from the parent/guardian survey.

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By signing below, I acknowledge that I have read and understand the above job description.

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Employee's Signature

\_\_\_\_\_  
Date

**Our Mission: Rolling Hills Public Charter School will kindle understanding and knowledge , imbue students with wisdom, and, cultivate the ability of each student while inspiring genius where we find it.**

Procedure History:

Adopted on: 9/13/2012

Revised and Adopted on: