



**POSITION DESCRIPTION**

<b>JOB TITLE: Principal</b> Job Class: Varies, depending on school		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Various	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> Varies	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Provides overall leadership for assigned school and ensures student achievement goals and district initiatives are met. Directs school operations, implements evaluation programs, supervises personnel assigned to building, provides leadership in instructional programs and serves as the communications link between parents, community and other MPS departments and employees.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides leadership for the instructional programs at the assigned school.
2. Plans, executes and evaluates school operations and programs in accordance with Milwaukee Public School (MPS) Board policy, state and federal regulations and administrative directives.
3. Provides leadership in the formulation of necessary plans and programs to include increasing student achievement, attendance and graduation or progression rates.
4. Develops and oversees the school budget.
5. Supervises and evaluates all personnel assigned to the school.
6. Develops and implements a comprehensive plan of staff development. Works with administration to ensure adequate professional development courses are offered to meet the needs of the students.
7. Plans, organizes and directs the implementation of all school programs and extra-curricular activities.
8. Attends meetings as necessary and develops and maintains appropriate reports to outline activities for the superintendent and the School Board.

9. Serves as an advocate for the school and the district through participation in local events and developing communication links with parents, students, the community and other MPS schools and administrators.
10. Keeps abreast of changes and developments in the profession through attendance at meetings and seminars and reading professional publications that deal with urban school issues.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives direction from the assigned administrative specialist.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**