

To Be Determined School or Department	Intermediate Principal Assignment Open (Grade Level, Subject Area, Classification, Hours Etc.)	5/6/05 Date
8/1/20 New Assignment Date	New Assignment Reason for New Assignment	
Replacement For	Assignment of Person Leaving	Last Day of Work
		8/1/05 Effective Date of Vacancy

REASON FOR PEPLACEMENT: Resignation Leave Transfer Retirement Termination Reclassified

Duties & Responsibilities: (Primary Function, Major Responsibilities, Summary of Key Duties, Special Assignments, Relationships)

*Act in accordance with District policy, job description, administrative procedures, employee's master contract, and state and federal regulations. *Demonstrate responsibility for selection, orientation, transfer, evaluation, retention, "professional support," or dismissal of District employees. *Develop and administer budget in area of responsibility. *Establish and implement District, building and/or program goals. *Maintain and submit data, records and reports that are accurate and on time. *Evaluate the programs for which the administrator is responsible. *Promote the programs of the District with staff, students, parents and communitiy members. *Demonstrate appropriate and productive human relations skills. *Develop and follow a plan of self-improvement which promotes both personal and organizational goals. *Supervises or conducts performance improvement for personnel for whom the administrator has supervisory responsibility. *Delegates authority and responsibility when appropriate. *Actively participates in the revision of district policies and procedures. *Provides crisis intervention/discipline. *Supervises student activities. *Maintains school-community relations. *Manages personnel. *Manages the school building. *Demonstrates effective leadership. *Oversees financial operations. *Is involved in special education issues. *Reports to Executive Director for Administrative Services. *Experience in working with exceptioanl education programs.

Special Qualifications Desired: (Personal Qualities, Education, Skills Needed, Experience, etc.)

*Master's Degree from an accredited college or university with a major in School Administration. *Valid Administrative Certification. *New Evaluator Approval. *Minimum of five years successful teaching experience. *Prior administrative experience desired. *Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
TERMS OF EMPLOYMENT: Twelve month contract, 220 working days, salary to be determined by the 2005-2006 administrative salary schedule. EVALUATION: Job performance evaluated annually in accordance with provision of the Board's ppolicy on evaluation of administrative personnel.

SIGNATURE _____ DATE _____

Administrator to Whom Employee is Directly Responsible

Final Date for Internal Application:

May 20, 2005

SIGNATURE _____ DATE _____

Department Administrator

SIGNATURE Linda McClurg DATE 6/5/05

Director of Human Resources

FOR PERSONNEL OFFICE:

Date Form Received	Person Filling Position	From	Date Filled

APPROVED FOR POSTING
SUPT. OF SCHOOLS

An Affirmative Action and Equal Opportunity Employer
Applications from Minorities are Encouraged
Minorities/Disabled/Female (M/D/F)