



**Chickasha Public Schools**  
**Early Childhood Education Center - Principal**

**Position:** Building Administrator

**Required Qualifications:** Elementary Principal Certificate

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all scholars are supervised in a safe learning environment that meets the approved curricula and mission of the District.

Achieving academic excellence requires that the school principal work collaboratively to direct and nurture all members of the school staff and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Establish and promote high standards and expectations for all scholars and staff for academic performance and responsibility for behavior.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals for the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Ensure compliance with all laws, network policies and civil regulations.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the network's philosophy, mission statement and instructional goals.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Establish procedures for evaluation and selection of instructional materials.
- Keep the network advised of employees not meeting their contractual agreement.
- Research and collect data regarding the needs of scholars, and other pertinent information.
- Keep the staff informed and seek ideas for the improvement of the school.
- Implement the guideline and expectations for Chickasha Public Schools Continuous Strategic Plan.
- Conduct meetings, as necessary, for the proper functioning of the school: including but not limited to monthly staff meetings and data team meetings.
- Establish and maintain an effective inventory system for all school supplies, materials and equipment.



- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
- Assume responsibility for the health, safety, and welfare of scholars, employees and visitors.
- Develop clearly understood procedures and provide regular drills for emergencies and disasters.
- Maintain a master schedule to be posted for all teachers.
- Establish schedules and procedures for the supervision of scholars in non-classroom areas (including before and after school).
- Follow all expectations and demands for Accreditation.
- Follow all district, state and federal guidelines.
- Maintain visibility with scholars, teachers, parents and the network.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the scholars in the school.
- Use effective presentation skills when addressing scholars, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Use excellent written and oral English skills when communicating with scholars, parents and teachers.
- Complete in a timely fashion all records and reports as requested by the network.
- Maintain accurate attendance records.
- Performs all duties as assigned.

**Knowledge, Skills and Abilities:**

- Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, faculty, staff and the general public.
- Ability to define problems, collect and analyze data, establish facts, and draw conclusions.
- Ability to apply knowledge of current research and theory in a specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in written and oral form.

**Training and Experience:**

- Master's Degree in Education or related field required (Early Childhood preferred).
- Must have a valid Oklahoma administrator's license.
- A minimum of five (5) years teaching experience required (Early Childhood preferred).
- One (1) year of administrative and/or supervisory experience (preferred).

**Coordinates With:** Site Administrators, Counselors, and Classroom Teachers

**Reports To:** Director of Special Services / Federal Programs (or equivalent), solely for the function of the extra duty.

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Employee Signature

Date