

Class codes: see below

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

COMMUNITY SCHOOL PRINCIPAL I – VI

**DUTIES SUMMARY:**

Has immediate responsibility for the total operation, administration, and management of a community school; directs a professional staff in carrying out the curriculum development and instructional programs of the school; may supervise administrative personnel and supervises a staff of clerical and support service personnel in administering and managing the business, teacher personnel, pupil personnel, facilities and grounds maintenance, and auxiliary programs and functions of the school; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Community School Vice Principal in that the Community School Principal has immediate responsibility for the total operation, administration, and management of a community school; whereas the Community School Vice Principal assists the Community School Principal in the total operation, administration, and management of a community school.

This class differs from the Principal in that the Community School Principal has immediate responsibility for the total operation, administration, and management of a community school; whereas the Principal has immediate responsibility of the total operation, administration, and management of a public school.

A position in this class performs with considerable independence and authority under the general supervision of a Complex Area Superintendent in operating and maintaining the school facilities and administering and managing the ongoing programs of a community school within prescribed departmental policies and objectives.

The Community School Principal classes are distinguished from one another on the basis of each school's rating as determined by the sum of three factors: 1) number of classes conducted, 2) staffing level, and 3) student enrollment in accordance with established procedures.

**CLASSIFICATION OF COMMUNITY SCHOOL PRINCIPALS**

<u>Class code</u>	<u>Class Title</u>	<u>Rating Scale</u>	<u>Salary Range</u>
51138	12-Mo CSA Principal VI	20+ points	EO-10
51137	12-Mo CSA Principal V	15 to 19 points	EO-09
51136	12-Mo CSA Principal IV	10 to 14 points	EO-08
51135	12-Mo CSA Principal III	5 to 9 points	EO-07
51134	12-Mo CSA Principal II	3 to 4 points	EO-06
51133	12-Mo CSA Principal I	2 points	EO-05

**EXAMPLES OF DUTIES:**

1. Organizes the staff of the school for effective conduct of the instructional program, co-curricular program, and auxiliary functions.

2. Appraises staff competencies and assigns personnel in accordance with curricular needs and other necessary services.
3. Interviews, selects, places, and orients new personnel, including instructional and support service personnel.
4. Promotes employee welfare and morale.
5. Evaluates, rates, and assists all personnel in job performance.
6. Recommends disciplinary action or dismissal of incompetent personnel.
7. Promotes and encourages in-service training and self-improvement efforts.
8. Coordinates and schedules pupil activities and programs, including extra-curricular activities, and determines courses to be offered, course content, hours, and cost for each class.
9. Provides for the proper registration and release of pupils.
10. Plans, schedules, and supervises registration, enrollment, testing, and grouping of students.
11. Plans and provides for student guidance, counseling and testing services, and recognition and certification of student achievements.
12. Provides health services for emergencies.
13. Estimates future student enrollment and maintains student records.
14. Identifies educational interests and needs of the community served, keeps abreast of curriculum changes and new ideas, and encourages innovation and experimentation on the part of the staff within the limits and policies prescribed by the Department.
15. Makes available access to and ensure the proper care and maintenance of school facilities, supplies, equipment, and materials necessary for the operation of the school and the conduct of an effective instructional program.
16. Conducts class visits, evaluates teacher performances, and holds individual conferences to help teachers improve in their performance.
17. Coordinates community school program activities with complex, district, and state administrative and staff personnel, and collaborates with various outside agencies to foster and develop continuing educational programs and opportunities for adults.
18. Arranges for the use of classrooms, facilities, and equipment in the public schools and community for the conduct of adult education classes.
19. Conducts a safety program to provide for the safety and well-being of students and staff.
20. Compiles and reviews budgetary requests of the instructional staff, establishes priority of needs for equipment and supplies, and develops the annual operating budget for the school.
21. Develops the school expenditure plan and monitors its implementation.

22. Promotes and publicizes the Community School for Adults programs.
23. Participates in community activities as the Department's representative.
24. Resolves conflicts and complaints arising from the operation of the school.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education and Experience:** Principals shall meet the department's certification requirements per HRS 302A-605 and have appropriate school-level experience as determined by the Department. Individuals must possess the State of Hawaii Professional School Administrator's Certificate.

**Knowledge of:** Principles and practices of school management; principles and practices of supervision; procedures pertaining to the administration of school programs; educational principles and learning theories; principles and practices of public relations and budget preparation.

**Ability to:** Plan, organize, direct, coordinate, and evaluate the work of a staff of professional and sub-professional personnel in carrying out the various programs of a school; develop and maintain effective relationships with community and civic groups; represent the Department in meetings and conferences, and participate in community activities; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.