

Class codes: see below

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

PRINCIPAL I – VIII

DUTIES SUMMARY:

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

DISTINGUISHING CHARACTERISTICS:

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

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

The Principal classes are distinguished from one another on the basis of each school's rating as determined by three factors: 1) grade level categories, 2) student enrollment, and 3) number of tracks.

CLASSIFICATION OF PRINCIPALS

<u>Class code</u>	<u>Class Title</u>	<u>Rating Scale</u>	<u>Salary Range</u>
51168	12-Mo High School Principal VIII	1800 or more students	EO-11
51167	12-Mo High School Principal VII	1200 – 1799 students	EO-10
51166	12-Mo High School Principal VI	600 – 1199 students	EO-09
51165	12-Mo High School Principal V	Less than 600 students	EO-08
51257	12-Mo MT Inter Principal VII	900+ students & multi-track	EO-10
51156	12-Mo Inter Principal VI	900 or more students	EO-09
51155	12-Mo Inter Principal V	400 – 899 students	EO-08
51154	12-Mo Inter Principal IV	Less than 400 students	EO-07
51257	12-Mo MT Elem Principal V	1000+ students & multi-track	EO-09
51144	12-Mo Elem Principal IV	1000 or more students	EO-08
51143	12-Mo Elem Principal III	600 – 999 students	EO-07
51142	12-Mo Elem Principal II	200 – 599 students	EO-06
51141	12-Mo Elem Principal I	Less than 200 students	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.
9. Provides for the proper registration and release of pupils and makes decisions on geographic exception requests.
10. Provides for the proper evaluation and placement of pupils, the justification of special needs, and development of programs to meet their needs.
11. Provides for the counseling of pupils and parents and disciplining, suspension, or recommending dismissal of students.
12. Provides health services for emergencies and coordinates the provision of services in vision, hearing, and dental examinations.
13. Estimates future student enrollment and maintains student records.
14. 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 ensures 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. Consults with complex, district, and state personnel in planning capital improvement programs and repair and maintenance projects.
18. Conducts a safety program to provide for the safety and well-being of students and staff.
19. Approves and schedules outside requests for the use of school facilities and grounds.

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. Administers the school's bus subsidy program, school lunch program, and other similar activities.
23. Meets with parents and community groups to develop interest and participation in school activities and to promote an understanding of school programs.
24. Participates in community activities as the Department's representative.
25. 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 parental and community 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.