2013

**Job Description for WMS Principal**

**General Definition:**

The principal of Waynesboro Mennonite School is responsible to provide vision and leadership in the school’s educational program as it is defined by its mission statement. Under the broader administration and direction of the School Board, he is responsible to oversee the daily operations of the school. He is to coordinate the efforts of the rest of the staff and equip them with what they need to do their jobs well. He is to evaluate the effectiveness of the school’s program and take measures to deal with deficiencies.

**General Ongoing Responsibilities:**

* Oversee the school’s academic schedule –All the right classes are being offered, curriculum is available, teachers are lined up to teach classes
* Evaluate the needs of classrooms and teachers – the performance of the teacher, the environment of the classroom, the behavior of students
* Provide support for the teachers –academic, spiritual, relational
* Work with teachers in discipline problems and deal directly with problem if necessary
* Assess the school’s curriculum and develop plans for new curriculum when necessary
* Facilitate communication between parents and teachers—act as a “go-between” when major issues arise
* Take charge of the facility’s maintenance—change air filters, replace light bulbs, keep gutters free of debris

**Specific Tasks:**

* Organize field trips
* Organize Parent-Teacher Meetings
* Organize graduations
* Send to newspapers and keep record of the non-discriminatory announcements for non-profit status
* Make up the following charts/schedules:

-Student Enrollment—Send a copy of this to the Burke County Board of Education (include a copy of the state form for this private school report)

 -Patron Directory

 -Cleaning schedule

 -Monday morning chapel schedule

 -Kitchen cleaning schedule

 -Prayer calendar

 -Classroom controls/guidelines

* Oversee student teachers
* Oversee yearbook production and distribution
* Fill out academic projections for freshmen in high school
* Collect and sort mail
* Answer incoming telephone calls
* Change air filters
* Keep lights in working order
* Send out student transcripts as requested