

Category: 1710
Exc. Qual. Std.: 19
Approved: Revised 09-11-91
Authorization: P.L. 95-561

PRINCIPAL

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 06
Maximum Pay Level: 08

DESCRIPTION OF WORK:

The Principal is the administrative head of a school. He/she has the major responsibilities for coordinating and supervising the education activities of the school to include planning, developing, directing and conducting BIA school programs. These school programs will include one or more of the three learning levels (elementary, intermediate, and secondary). The school Principal at each school will have the common responsibilities of planning and developing internal program policies and procedures; determining course and program activities; determining staffing requirements; planning material and facility needs; supervising total school staff; and preparing budget estimates and administering available funds (including special funding for special needs, e.g., P.L. 94-142 and P.L. 93-380).

The Principal of a boarding school will also be responsible for the operation of the complete home living program.

LEVELS OF RESPONSIBILITIES:

The number of students (official ISEP average Daily Instructional Membership) and type of school will be the determining factors in assigning the pay levels for the positions of Principal and Assistant Principal.

- A. DAY SCHOOL - Up to 300 students ADM
- 300 and over students ADM-07 Level
- B. BOARDING SCHOOL - School Principal positions will be placed in a pay level one level above the ADM categories of pay entitlement if a substantial part of their responsibilities include the operation of a 24-hour dormitory and home living program. Principals of boarding schools will therefore be pay level 07 if instructional enrollment is less than 300 and 08 if instructional enrollment is 300 or more.

BASIC EXPERIENCE AND EDUCATION REQUIREMENTS:

Pay Level	06	07	08
Education	Master's Degree or Equivalent		
Experience (years)	03	04	05

A minimum of a Master's Degree with 12-semester hours in school administration or a 6-year university administration program is required. All professional educators will also meet the certification standard for their position in the State where the position is located. In addition, some agency/schools may require the incumbent to meet the regional accrediting association requirements. Emergency and provisional certificates may be accepted under the conditions they are issued by the State certification authority.

Qualifying experience will be in school administration, teaching, counseling, or other professional education experience. A maximum of 3 years teaching or counseling experience is creditable toward meeting the full qualification requirements. The remainder of the required creditable experience for pay levels 06, 07, and 08 must be in administrative or other professional education experience related to the position. **ONE YEAR OF SUCCESSFUL EXPERIENCE AT THE 06 OR 07 LEVEL OF DIFFICULTY WILL BE REQUIRED FOR APPOINTMENT OR PROMOTION TO LEVEL 07 OR 08; 06 LEVEL EXPERIENCE MEETS THIS REQUIREMENT FOR EITHER LEVEL 07 OR LEVEL 08.**

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.