



BRANSON SCHOOL DISTRICT RE-82

HOME OF THE BEARCATS

101 SADDLE ROCK DR.
PO Box 128
BRANSON, CO. 81027

(P) 719-946-5531
(F) 719-946-5619

BRANSONSCHOOLDISTRICT.COM

JAMIE ODUM, SUPERINTENDENT/PRINCIPAL

Principal Job Description

Job Goal:

Create a positive learning and working environment in management of school to promote the educational development of each student by use of learnership, supervisory and administrative skills.

Qualifications and Education Requirements:

1. Requires Master's Degree
2. Requires current Principal License through the Colorado Department of Education.
3. Recommend living in Branson area.
4. Demonstrated successful experience in leadership role(s) such as principal, assistant principal, and/or dean of students.
5. Such qualifications required by the Branson School District RE-82 Board of Education.

Supervisory Responsibility:

Teaching staff and students, professional staff, building support staff and other resource service personnel while functioning in the assigned school. Requires high-level community relationships and interaction. Developing and maintaining administrative relationships across the district are essential.

Essential Functions: Performance Responsibilities

1. Establish and maintain an effective learning climate in the school.
2. Exert leadership in the adaptation of the general program of education approved for the school to meet the needs of the community.
3. Direct the activities of professional and support staff members in the performance of their duties.
4. Supervise and support the instructional staff in the development and implementation of curriculum and student activities.
5. Engage in a continuous improvement process based on collaborative decision-making process with staff.
6. Report to the superintendent regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
7. Supervise the guidance program to enhance individual student education and development.
8. Assume responsibility for the implementation and observance of all Board policies and regulations by staff and students.



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9. Assist in recruiting, screening, training, hiring, assigning, and evaluation of staff.
10. Participate fully and support staff participation in state-approved licensed staff evaluation system.
11. Assume responsibility for the safety and administration of the school plan.
12. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
13. Budget school time to provide for the efficient conduct of school instruction and business.
14. Plan and supervise fire, tornado, and lockdown drills.
15. Prepare and submit the school's budgetary requests and monitor expenditures of funds.
16. Prepare or supervise preparation of reports, records, lists, and all other items as required or requested appropriate to the school's administration.
17. Participate in principals' meetings, and other meetings as required or appropriate.
18. Attend special events held to recognize student achievement and attend school-sponsored activities, functions and athletic events or delegate the responsibility to an authorized sponsor.
19. Maintain and oversee the various local funds generated by student activities.
20. Cooperate with college and university officials regarding teacher training and preparation.
21. Coordinate or supervise such support services maintenance, security, food services, recreational programs, financial and accounting functions, library activities, etc.
22. Orient newly assigned staff members and assist in their development.
23. Conduct meetings of the staff as necessary for the proper functioning of the school.
24. Act as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
25. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional newsletters/publications, and discussing topics of mutual interest with others in the field.
26. Complete educational training commensurate with the requirements of the District and pursue educational training which will lead to enhanced leadership and/or an advanced degree.

Salary

Commensurate with education and experience

Starting Date

July 1, 2023



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CLOSING DATE:

Open until filled

To obtain the Branson School District application online, visit:
<https://bransonschooldistrict.com/human-resources/>

For additional information please contact:

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P.O. Box 128

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AN EQUAL OPPORTUNITY EMPLOYER