

TITLE: Principal – High

QUALIFICATIONS: Appropriate certification from the state department of education; successful teaching experience on secondary level; ability to organize people, meetings and events; ability to communicate verbally and in writing with teachers, parents, students and administrators; ability to supervise staff; ability to plan and organize to maximize an effective use of time, facilities and resources and certification of good health signed by a licensed physician and a tuberculin skin test.

REPORTS TO: Superintendent

JOB GOAL: To serve as the instructional leader in the school and to organize, administer and supervise all activities in his/her school.

PERFORMANCE RESPONSIBILITIES:

Serves as chairman of the school Site Based Decision-Making Council.

Interprets and enforces SBDMC policies and procedures.

Supervises and evaluates classified and certified personnel in his/her building.

Assists in curriculum development and improvement of instruction of the school.

Supervises the classification, promotion or retention of students within his/her school.

Establishes and maintains an effective learning climate in the school.

Plans periodic visits to classrooms to evaluate the effectiveness of the teaching/learning process and conduct follow-up conferences with teachers.

Oversees the attendance, conduct and health of the students.

Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

Assists in the recruiting, screening, hiring, training, assigning and evaluating of all professional, paraprofessional, administrative and non-professional personnel attached to the school. Notifies the superintendent concerning the hiring, transfer and assignment of all personnel under his/her supervision.

Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.

Develops master schedule to provide maximum instructional time for all students.

Leads the faculty, students and community in a cooperative and continuous effort to adapt the school program to the needs of the students and of the community served by the school.

Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.

Supervises and evaluates the school's extracurricular program.

Seeks to develop positive attitude within the faculty toward students and their special needs.

Conducts and/or supervises fire/tornado drills, school-sponsored activities, teachers' meetings, school exhibits, school cafeteria and evening school programs.

Serves as chair of Admission and Release Committee responsible for determining eligibility placement and resources appropriate for special education students.

Supervises the administration of the district-testing program with the school.

Interprets test results to faculty and parents and utilizes them in program planning.

Keeps abreast of modern trends, practices and research developing in educational administration and general education by attending meetings within the district that require his/her presence, attending meetings sponsored by the state department of education when it pertains to his/her position and visiting other schools during the year which are comparable to his/her school.

Supervises the keeping and preparing of all records required by state law by the superintendent and/or the Board of Education.

Responsible for development and implementation of the school budget.

Approves requisitions for the ordering of supplies, textbooks, equipment and all materials necessary to the operation of the school.

Attends Board meetings.

Make recommendations to the superintendent as to maintenance, repair and improvement of the building, equipment and grounds.

Provide annual report of all activities to the Superintendent and Board of Education.

Establishes necessary security measures for protection of the school building and equipment.

Keeps the Superintendent informed of events and activities of an unusual nature as well as routine matters.

Implements responsible development programs identified as needed in the council planning process.

Performs such other duties as may be assigned by the superintendent.

TERMS OF EMPLOYMENT:

Normal contract year shall begin on July 1 and end on June 30, with a 230-day contract calendar.

EVALUATION:

Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.