

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Administrator - Principal – Middle/Senior High School  
Reports To: Superintendent  
Approved By: Board of Education  
Approval Date: June 9, 2020

#### GENERAL STATEMENT OF DUTIES

The Principal of Rossville Middle/Senior High School has the primary responsibility to direct and coordinate educational, administrative, and support services to ensure the efficient, orderly, and productive operation of the school while holding students and staff accountable for high standards of academics and character.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Principal shall ensure clear, rigorous, relevant performance standards have been developed for each curricular area.
2. The Principal shall ensure that a plan exists and is followed to ensure the identified academic standards are continually reviewed and updated.
3. The Principal will have provisions established which provide assessments of student's achievement of the identified performance standards.
4. The Principal will directly supervise and evaluate all certified and classified personnel assigned to their school as per corporation policies and applicable laws.
5. The Principal will hold employees for which they directly supervise accountable for high standards and the execution of assigned responsibilities.
6. The Principal shall coordinate professional development specific to building needs.
7. The Principal shall provide direct supervision of the utilization of instructional time.
8. The Principal shall serve as the 504 Coordinator for the Middle/Senior High School.
9. The Principal shall ensure proper discipline is maintained within the school building, on school grounds, and at school functions.
10. The Principal shall, within corporation procedures, requisition and allocate supplies, equipment, and instructional materials to best meet the educational needs of students.
11. The Principal shall ensure all records are accurate and properly maintained, forwarded to appropriate officials in a timely manner, and in keeping with state and federal statutes.
12. The Principal shall supervise and review emergency preparedness programs ensuring the physical and emotional safety of the school.
13. The Principal shall supervise the assignment of teachers and pupils to classes.
14. The Principal shall work with custodial and maintenance personnel to ensure that the schools' physical environment is conducive to learning.
15. The Principal shall develop and maintain a positive public relations program with the community.
16. The Principal shall ensure bus drivers are assisted with student discipline issues as they arise.
17. The Principal shall perform other duties, as assigned by the Superintendent, or out of necessity as to fulfill the requirements of the position.