

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - HIGH SCHOOL PRINCIPAL

AUTHORITY

Be responsible to the Superintendent for the development and implementation of a program of education that serves the needs of the students.

DUTIES AND RESPONSIBILITIES

Be responsible for the organization, administration, and supervision of the high school.

Direct and supervise the performance of the assistant principals.

Direct the operation and performance of offices, office personnel, and all other support staff.

Direct and supervise the performance of the teaching staff and the delivery of individual summative evaluations.

Develop and supervise the high school budget.

Execute fire drills and civil defense alerts so that pupils and staff are prepared for any type of emergency, and see that these drills are periodically and correctly practiced.

Develop the master schedule after coordination with technology and guidance staffs.

Be responsible for Commencement exercises.

Plan and conduct faculty meetings as needed.

Be responsible for high school assemblies.

Attend School Board meetings and other meetings influencing the high school program.

Develop procedures and criteria for the selection of supplies, equipments, and supplementary materials.

Be responsible for the establishment, proper care of, and use of any and all necessary school records.

Take leadership in recommending policies necessary for the most effective operation of the high school.

Be responsible for the execution of School Board policy at the high school level.

Be responsible for the interscholastic athletic program.

Recommend department heads/SALT leaders.

Promote good building morale.

Work closely with the Assistant Superintendent to make certain that audio-visual and other instructional media are properly utilized.

Promote free lines of communication in the high school.

Recruit and recommend professional and support staff members as needed.
Develop and implement ongoing quality professional development.

Provide educational leadership in the building.

Discharge all other assignments properly assigned by the Superintendent.