

WAUNAKEE COMMUNITY SCHOOL DISTRICT

HIGH SCHOOL PRINCIPAL

(Job Description)

QUALIFICATIONS:

1. Certification as required by the State of Wisconsin
2. Prior successful teaching experience
3. Prior successful administrative experience
4. Strong knowledge and experience in curriculum and instruction
5. Strong passion for working with high school students
6. Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: District Administrator

GENERAL FUNCTIONS:

The Principal, under the supervision of the District Administrator, assumes responsibility for the vision, organization, administration, and supervision of the high school. The Principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the District Administrator and the Board.

ESSENTIAL FUNCTIONS:

- A. Leadership:
 1. Set educational goals and define teacher roles which reflect the educational objectives of the District.
 2. Delegate responsibilities and authority to competent staff.
 3. Assign appropriate responsibilities, authority to the Assistant Principal(s) and Activities Director.
 4. Communicate his/her own philosophies and plans.
 5. Become aware of and anticipate changes in the community, educational fields, and in the high school.
 6. Make positive impact in the development of District and high school philosophies, objectives and methods.
 7. Develop systems for describing faculty responsibilities and appraising their performances in accordance with District policies.
 8. Arrange a technique for obtaining feedback on his/her own performance from staff.

9. Develop, with his/her staff, annual building goals and objectives.

B. Human Relations:

1. Establish and maintain constructive relationships with all staff and community member of the Waunakee Community School District.
2. Cooperate with others in a team effort.
3. Develop/maintain clear rules, well-defined channels of communication, and expected relationships between Principal, students, parents/guardians, and faculty.
4. Resolve conflict for beneficial changes.
5. Involve parents/guardians, teachers, and students in gathering information and communicating school policy, programs and practices.

C. Curriculum and Student Activities:

1. Initiate and implement procedures and activities that will improve the educational experience of all students by:
 - a. working in cooperation with the Director of Curriculum & Instruction providing leadership for the maintenance, assessment, and improvement of curriculum.
 - b. motivating and directing teacher participation in curricular and other instructional projects.
2. Encourage and support student activities by:
 - a. work in cooperation with the Activities Director to assure proper direction and supervision of student activities.
 - b. work in cooperation with the Activities Director encouraging and assigning faculty to assure proper direction and supervision of student activities.
3. Establish ways and means for parent involvement and participation in school programs and activities by:
 - a. encouraging parent participation in support groups and in voluntary service to the school.
 - b. using community resources to strengthen the educational program.
 - c. Establishing forums, discussion groups and advisory councils for sharing information and receiving advice.

D. Human Resources:

1. Recommend selection and assignment by:
 - a. identifying teacher needs and criteria for selection.
 - b. interviewing and recommending teachers for employment.
 - c. making teacher assignments within certification requirements.
2. Supervise and evaluate teachers by:
 - a. implementing District procedures for evaluation of teachers.
 - b. preparing written evaluation reports on teachers.
 - c. recommending continuation or dismissal.
3. Supervise and evaluate Assistant Principal(s), Activities Director and members of the classified staff assigned to the high school.
4. Provide leadership and direction for improved teaching practices by:
 - a. working in cooperation with the Director of Curriculum & Instruction to carry out orientation for new and veteran teachers.
 - b. planning, in coordination with the Director of Curriculum and Instruction, professional development activities for staff.
 - c. planning and leading faculty meetings.

E. School Management:

1. Develop and control the instructional category of the budget by:
 - a. working with staff in formulating the financial requirements for the instructional program.
 - b. **work with the Director of Buildings & Grounds to recommending**, in writing, building and grounds improvements.
 - c. providing the required reports and surveys.
2. Carry out District policy by;
 - a. interpreting and informing staff on District policy.
 - b. preparing and maintaining required information, reports, and handbooks.

F. External Relations:

1. Serve as liaison to outside groups by:
 - a. cooperating with community agencies and other school districts to assure increased student opportunities.
2. Participate in personal inservice and professional growth by:
 - a. participating in professional activities on local, state, and national levels.
 - b. accepting responsibility for furthering the educational profession and public education.

G. Other Duties:

1. Operate and coordinate committees as assigned.
2. Perform all other duties as assigned by the District Administrator.

Legal Ref.: Sections 118.24 Wis. Stats.
121.02(1)(a)
PI3 Wisconsin Administrative Code
PI8.01(2)(a)+(q)

Adopted: 1/13/86

Revised: 4/22/91
March 1994
October 2006
January 2019

Waunakee Community School District