

A. PRIMARY FUNCTION

The Principal will provide leadership and administration which will motivate instructional and supporting personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

B. LINE OF AUTHORITY

Directly responsible to the Superintendent of Schools except in the area of curriculum and instruction where the responsibility is to the Director of Educational Services, unless modified by the Superintendent.

C. SUPERVISION OF OTHERS

Direct supervision over:

1. Assistant Principals
2. Department Chairpersons (grades 10-12)
3. Teachers
4. Counselors
5. Secretaries/Clerical staff
6. Head Custodian
7. Head Cook
8. All regular instructional and other professional staff members assigned to the school.

D. AREAS OF RESPONSIBILITY

In addition to what is stated in the primary function, the Senior High Principal shall be responsible for:

1. Assisting in developing and implementing a curriculum for the school to provide courses for students of varying abilities and interests and of differing vocational goals.
2. Projecting staffing needs and making recommendations for employment of additional staff personnel, as needed.
3. Interviewing and recommending the selection of professional and clerical staff.

4. Participating in the assignment of key supporting ancillary personnel assigned to the building.
5. Developing a philosophy of education and administration, including educational goals, which encourages a feeling of participation and enthusiasm on the part of all staff members.
6. Observing, evaluating, counseling and motivating professional staff members so as to improve their performance.
7. Recommending self-development programs for members of the professional staff.
8. Directing the operation of the in-service training program.
9. Organizing the school staff, determining departmental staff allocations and staff assignments with the cooperation of department heads.
10. Enforcing the rules and regulations of the Minnesota State High School League.
11. The accounting of all monies collected in the school, except food service monies.
12. Properly maintaining all appropriate records and reports.
13. Administering the rules, regulations and policies as set forth by the School Board and interpreted by the Superintendent.
14. Conducting faculty meetings and other building meetings as needed.
15. Recommending improvements which may improve the quality of the senior high school programs.
16. Developing a master schedule for registration, scheduling of students, report cards and student personnel records.
17. Giving work directions to all persons who are assigned to provide services to the school in order to assure the effective functioning and coordination of all activities within the high school.
18. Actively participating and encouraging staff participation in community activity as a means of developing understanding, cooperation, and respect for school objectives and activities.
19. Representing the school whenever possible at recreational, social, and athletic functions.
20. Resolving student behavioral problems on buses.
21. Authorizing all professional staff requests for instructional materials and equipment within the approved budget.

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22. Developing and submitting a building budget to the Director of Business Affairs prior to April 1 of each year.
23. Authorizing all requests for special pupil transportation needs of the school's professional staff.
24. Attending conferences, seminars and workshops in education and/or educational administration as per master agreement and/or Superintendent's request.
25. Performing all other acts reasonable and necessary to accomplish the primary function of the position.

REVISED 5/6/91