BUTLER COUNTY SCHOOLS

PRINCIPAL, HIGH SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.

(2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to use effective public speaking skills, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students. Ability to use group dynamics in the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
* (2) Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
* (3) Promote high student achievement.
* (4) Coordinate program planning with system instructional staff.
* (5) Manage the selection of textbooks, materials, and equipment.
* (6) Manage and administer the testing program for the school.
* (7) Align school initiatives with system, state, and school goals.
* (8) Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.
* (9) Direct the development of the master schedule and assign teachers according to identified needs.

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PRINCIPAL, HIGH SCHOOL (Continued)

*(10) Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
*(11) Interview and select qualified personnel to be recommended for employment.
*(12) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
*(13) Implement and administer negotiated employee contracts at the school site.
*(14) Assign and supervise school personnel to special projects for the enhancement of the school.
*(15) Establish job assignments for school-site administrators, teachers, and support personnel.
*(16) Develop and administer duty rosters for certified and non-certified staff as required.
*(17) Supervise the operation and management of all activities and functions at the assigned school.
*(18) Develop positive school/community relations and act as liaison between the school and community.
*(19) Communicate effectively both orally and in writing with parents, students, teachers, and the community.
*(20) Access, analyze, interpret, and use data in decision making.
*(21) Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
*(22) Participate in developing the system strategic plan, system school calendar, system staffing plan, and manpower plans. Manage and administer school functions relating to these items.
*(23) Develop long and short-range facility needs at the assigned school.
*(24) Coordinate facility and support service requirements.
*(25) Coordinate plant safety and facility inspections at the assigned school.
*(26) Coordinate all maintenance functions at the assigned school.
*(27) Coordinate and supervise transportation services at the assigned school.
*(28) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
*(29) Establish and manage student accounting and attendance procedures at the assigned school.
*(30) Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
*(31) Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
*(32) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
*(33) Direct the establishment of adequate property inventory records and ensure the security of school property.
*(34) Implement school board policy, state statutes, and federal regulations as they pertain to the assigned school.
*(35) Supervise the preparation and maintenance of accurate and timely reports and records.
*(36) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
*(37) Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
*(38) Coordinate the supervision of all extracurricular programs at the assigned school.

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PRINCIPAL, HIGH SCHOOL (Continued)

*(39) Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
*(40) Maintain visibility and accessibility on the school campus.
*(41) Attend school-related activities and events.
*(42) Manage and administer personnel development through training, in-service and other developmental activities.
*(43) Provide training opportunities and feedback to personnel at the assigned school.
*(44) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
*(45) Maintain and model high standards of professional conduct.
*(46) Serve as a member of the Superintendent's system-wide management team.
*(47) Provide leadership in the school improvement process and the implementation of the school improvement plan.
*(48) Establish a vision and mission for the school in collaboration with key stakeholders.
*(49) Set high goals and standards for self, others, and organization.
*(50) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
(51) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

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