

Personnel (Certificated)Job DescriptionPrincipal (High School)Primary Function

To serve as the educational leader and chief executive of the school; to be responsible for the direction of the educational program, operation of the school plant, participation in staff and student activities and community leadership.

Duties and Responsibilities

1. Be responsible for all curriculum development at the high school.
2. Be responsible for the total educational program (curricular, co-curricular at the high school to include summer school.
3. To see that the course of study as adopted by the board of education is carried out within his school.
4. Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school of assignments.
5. Interprets and implements the district approved curriculum program in the light of individual school needs.
6. Enlists the assistance of the school resource personnel in the improvements of the program of the school.
7. Establishes an effective school administrative organization with clean lines of responsibility and with the necessary delegation of authority.
8. Identifies, provides, assigns and coordinates inservice growth opportunities for teaching personnel within the school.
9. Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performance.
10. Assigns within district policy all students in such a way as to encourage their optimum growth.
11. Makes periodic appraisals of pupil progress.
12. Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
13. Plans, coordinates and evaluates the total program of pupil services including guidance and counseling.

Personnel (Certificated)Job DescriptionPrincipal (High School) (Continued)

14. Plans, supervises, and directs the business operation of the school in accordance with district policies and procedures.
15. Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds.
16. Carries out a program of community relations as a means of interpreting and furthering school programs through parent and community organizations.
17. Serves as a district officer in communication between central administration and teachers and classified employees in the schools, and interprets and implements district policies in individual schools.
18. Plans, coordinates and reviews the work of resource teachers and instructional consultants assigned to assist teachers in the instructional program.
19. Carries on a human relations program in order to maintain high morale of the school staff and provides an open honest atmosphere of communications.
20. Devotes time to educational supervision and the improvement of instruction, including direct classroom observation and conferenceing with certificated personnel.
21. Be responsible for all curriculum development at the high school.
22. Be responsible for the total educational program (curricular, co-curricular and extra curricular) at the high school to include summer school.
23. Shoulder the responsibility and any subsequent blame for all actions of all personnel on campus.
24. Serve, at the discretion of the Superintendent, on district projects and committees.

Minimum Qualifications

1. Appropriate administrative credential.
2. Masters Degree.
3. 5 years of secondary teaching experience.
4. 5 years of administrative experience in the secondary level.

The principal will be evaluated at least once annually by the Superintendent in accordance with established policy and predetermined goals and objectives.