EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	High School Principal
Department	Secondary Schools
Reports To	Superintendent
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The High School Principal administers the high school according to District and School Board Policies and provides educational leadership to the faculty and students with the goal of inspiring them to contribute their best efforts. The Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

Essential Job Functions

- Provides leadership, support, and coordination of the work of the assistant principals.
- Collaborates with the leadership team and assistant principals to develop school improvement plans and to facilitate professional learning.
- Coordinates the utilization of facilities with assistants in charge of activities.
- Prepares for and conducts regular monthly meetings of the staff.
- Supervises and evaluates the performance of teachers, department chairs, and other personnel.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Maintains effective daily communication with both students, families, and staff.
- Approves all purchase requisitions and ensures effective execution of school budget.
- Approves the high school budgets for submission to the Executive Director of Business Services.
- Coordinates the school's co-curricular activity program with the assistant principal.
- Represents the high school in all meetings.
- Approves and recommends to the Teaching and Learning Department all course offerings, and curriculum development.
- Provides leadership, direction, and final approval of the master schedule.
- Creates and implements a plan for physical and socio-emotional safety of students and staff
- Approves the official calendar of school sponsored events.
- Requires annual reports from the department chairs with set forth short-term and long-range plans for their respective areas.

- Works toward proficiency in the principal domains of Wisconsin's Educator Effectiveness System.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

Ancillary Job Functions

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's Degree in Educational Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administrative experience.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Fundamental understanding of instruction, assessment, supervision, and evaluation.
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to effectively plan, organize, and manage time.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.

- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.