HIGH SCHOOL PRINCIPAL
JOB DESCRIPTION

JOB INFORMATION

TITLE: High School Principal

EMPLOYEE GROUP:	Administrative	**ADDITIONAL JOB CODES:**	108
SHIFT:	Per Contract		
TERM OF EMPLOYMENT:	Full Time, 232 Days		
HOLIDAYS:	As Per School Calendar		
LOCATION(S):	High School		
RATE OF COMPENSATION:	Per Contract		
FSLA: Exempt X	Non-Exempt		
Last Edited On:	09/25/2017	Board Approval Date: 10/16/2017	

ORGANIZATION

DEPARTMENT: Administration

REPORTS TO: Assistant Superintendent

JOB SUMMARY

QUALIFICATIONS

Possess an Administrative I or II Certificate as a Secondary Principal as validated by The Pennsylvania Department of Education.

SCOPE OF RESPONSIBILITIES:

1. Curriculum and Instruction
2. Student Services
3. Supervisory/Personnel
4. Administration

ESSENTIAL FUNCTIONS

CURRICULUM/INSTRUCTION

a. Assist in the preparation of in-service programs.
b. Work with the Director of Curriculum and Instruction in developing the instructional program and selection the specific courses and materials that will meet the needs of the students of the community.
c. Assist in the development of the school philosophy and program.
d. Collect and report data relating to student achievement and curricular initiatives to assist in guiding daily instruction.
e. Periodically review teacher lesson plans according to district guidelines for staff assignments and organization.
f. Periodically check teacher grade books and reporting systems.

g. Develop consistent support programs both during and after school hours that enhance learning and student achievement.

STUDENT SERVICES

a. Conduct such student activities as are appropriate to meet the needs and interests of the students.
b. Coordinate and oversee the extracurricular activities, including clubs and intramurals.
c. Supervise procedures involving attendance, discipline and the overall operation of the school.
d. Be responsible for the instruction and progress of students, including grade placement and promotion.
e. Supervise the maintenance of accurate records of student achievement, promotion, attendance and discipline.
f. Adjust the programs of students to meet individual needs and abilities.
g. Coordinate the notification of parents of student progress, failure, success and problems providing opportunities for conferences.
h. Coordinate the investigation of student absence and oversee the reporting promptly to the proper authorities all truants or suspected truants.
i. Oversee the reporting in writing of all accidents involving injury to students with accidents of a serious nature reported to the Superintendent before the close of the current school day.
j. Supervise the building special education program as specified by the District and State guidelines, to include acting as the LEA in student IEP's/MDE's and re-evaluations.
k. Provide an appropriate instructional schedule for each student. The master schedule shall be in keeping with the program of studies approved by the Board of School Directors.
l. Evaluate the qualifications of students entering school from outside the school district and place them in such courses as best fits their needs and meet the state and district graduation requirements.
m. Keep records of students which are required by law and deemed necessary for the proper guidance of students.
n. Provide supervision over the conduct of all interscholastic athletic programs.
o. Prescribe regulations for the conduct of students in school, or on their way to and from school, and endeavor to prevent occurrences of practices harmful to morals, safety, or reputation of the students.
p. Require written reports of accidents involving injury to students. All accidents of a serious nature shall be reported to the Superintendent before the close of school day.
q. Supervise all attendance policies and practices of the high school.
r. Use discretionary authority to temporarily suspend a student. The Superintendent shall be notified of each suspension. Students subject to expulsion will be referred to the Board for a proper hearing.

SUPERVISORY/PERSONNEL

a. Provide supervision and instructional leadership to all staff.
b. Supervise and coordinate the activities of the assistant principal.
c. Supervise and evaluate classroom teaching and work with teachers to improve classroom instruction.
d. Provide general supervision of the personnel, grounds, buildings, and equipment of the school.
e. Prepare a rating of each temporary professional employee semi-annually and all professional employees annually.
f. Work in conjunction with the Director of Curriculum and Instruction and Assistant Superintendent in providing continual opportunities for the professional development.
g. Assign duties to teachers for all school-related activities.
h. Assist in the coordination of substitute teachers and assignments.
i. Participate in the selection of new staff.

j. Act on grievances submitted by staff in the building, in accordance with the Collective Bargaining Agreement.
k. Supervise office personnel.

ADMINISTRATION

a. Investigate complaints by students, teachers, parents, and the public.
b. Prepare and adjust teacher and student schedules and assignments.
c. Attend professional and principals' meetings.
d. Participate in the planning and/or conducting of teachers' meetings for administrative purposes.
e. Inspect the school plant for proper health and safety standards and report plant defects and safety hazards to the proper authority.
f. Be responsible for requisitioning supplies, textbooks, equipment, and materials necessary to the operation of the school.
g. Monitor bus evacuation drills, fire drills, emergency drills, the school patrol program, cafeteria operation and building maintenance.
h. Be responsible for scheduling assembly programs.
i. Conduct staff meetings in the building as needed.
j. Be responsible for completion and submission of district and state reports.
k. Interpret school policies and procedures to the staff.
l. Report all accidents involving injury on the designated form to the Superintendent of Schools.
m. Maintain active and accessible forums of communication to create solid relationships with all sectors of the community. Attend school district events, athletic events, concerts, committee meetings, school board meetings, various events, etc.
n. Supervise, prepare or direct public relations releases concerning the school.
o. Take an active interest in professional organizations and promote professional improvement.
p. Conduct parent/personnel conferences when necessary.
q. Monitor parent-teacher organizations.
r. Assist with scheduling of school facility utilization.
s. Work cooperatively with the Head Custodian and Building and Grounds Manager to insure that all facilities are maintained in proper order.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Assistant Superintendent or Superintendent.

WORK ENVIRONMENT

a. Office, schools, meeting areas

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.

g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to effectively manage people.
c. Must be able to interact well with various publics and individuals.
d. Must be able to work as a manager and member of a team.
e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a department with varied changing, service demand.

LICENSE

a. Valid Driver’s License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here 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 the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.