High School Principal

Purpose Statement

The job of High School Principal is done for the purpose/s of managing assigned secondary school site operations; coordinating site activities; representing the school within the community; and addressing situations and resolving, problems and/or conflicts that could negatively impact the school.

This job reports to Superintendent

Essential Functions

- Attends extra curricular activities (e.g. sports activities, student centered activities, concerts, music programs, district programs, etc.) for the purpose of supporting students and staff in all school functions and ensuring continued rapport with students and staff.
- Chairs meetings (e.g. curriculum, BIT Team meetings, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Composes a wide variety of materials (e.g. quantity reports, student activities, handbooks, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of managing the workload more efficiently.
- Facilitates staff development and in-service programs for all certified personnel for the purpose of developmental opportunities and educational planning and knowledge.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. required reports regarding violence, vandalism, attendance, discipline matters, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, evaluations, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares and administers the budget and insures all monies collected and disbursements made are properly accounted for the purpose of meeting district budget restrictions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Screens requests for materials and supplies (e.g. building supplies, furniture, curriculum purchases, etc.) for the purpose of determining the relationship of materials to the program, school and district standards.
- Supervises all certified and classified personnel assigned to building for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

Other Functions

- Assists Superintendent and Assistant Superintendent for the purpose of supporting them in the completion of their work activities or assigned tasks.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; age appropriate activities; keyboarding; office methods and procedures; pertinent codes, policies, regulations and/or laws; stages of child development; standard office software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Bachelor's Degree in Education Master's Degree in Education Administration Professional Teaching Standards Board Certification

Continuing Educ. / Training

Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		