

## ***Principal – High School***

### *School District Job Description*

**Position Title:** Principal - High School

**Department:** Building

**Reports To:** Assistant Superintendent

---

#### **SUMMARY:**

Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Other duties may be assigned.*

- Works with Building Improvement Team to establish, implement, and evaluate the annual building improvement plan.
- Evaluates assessment, AYP, APR, and local data for areas of improvement and works with the faculty to implement changes and other programs designed to improve student achievement.
- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes. Completes performance appraisal on staff
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students. Supervises extra curricular activities.
- Evaluates performance of teachers, program and staff. Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community.
- Supervises staff attendance and assignment of substitute teachers.

**SUPERVISORY RESPONSIBILITIES:**

Manages two subordinate supervisors and supervises a total of over 50 employees in the High School . Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

Master's Degree and five years experience in teaching and administration.

**CERTIFICATES. LICENSES. REGISTRATIONS:**

Valid Principal Certification with H.S Endorsement.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:**

Eleven-month employee. Salary to be established by the Board.

Acknowledged \_\_\_\_\_

Date\_\_\_\_\_