

JUNIOR/SENIOR HIGH SCHOOL PRINCIPAL (Job Description)

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PRIMARY FUNCTION:

The principal will give leadership to establishing and maintaining an educational environment conducive to meeting educational needs and district and community standards. The principal provides instructional leadership in curriculum and instruction and is responsible for the evaluation and supervision of all instructionally related staff members assigned to the building. He/she administers the school in accordance with the policies of the Board of Education. The principal is responsible for all school activities and building operations. The principal assures the appropriate standards of behavior of the students and staff in the building and on the grounds. He/she is responsible for the inservice of all staff within the building excluding custodians and food service personnel. The principal provides necessary communication to the parents of the students regarding the progress of their children and the general activities of the school. The principal is responsible for the school's building maintenance and security.

All building principals shall act as the chief administrative officers for their own school buildings and grounds. They shall be responsible for and shall have authority over the actions of students, certified and support staff employees, visitors and persons hired to perform special tasks.

To plan, implement, administer, and evaluate programs, activities, projects and students and staff associated with the Jr./Sr. High School.

All building principals shall keep the District Administrator informed of activities in their building by whatever means the District Administrator deems appropriate.

QUALIFICATIONS:

- a. Master's degree from an accredited college or university
- b. Valid state of Wisconsin school principal certification/license
- c. Administrative ability. Minimum of five years teaching and/or administrative experience
- d. Excellent written and verbal skills

ORGANIZATIONAL RELATIONSHIP:

- a. Work year – 205 days
- b. Responsible to – District Administrator
- c. Supervised by – District Administrator
- d. Supervises
 - Grade 7-12 instructional staff
 - Support staff
 - Others as assigned by the District Administrator

This job category renders first aid only as a collateral duty.

MAJOR PERFORMANCE RESPONSIBILITIES:**1. INSTRUCTIONAL PROGRAM MANAGEMENT**

It is the responsibility of the principal to serve as the educational leader at the building level. The principal will:

- a. Establish and maintain an effective learning environment in the building.
- b. Develop the master teacher's schedule for the Jr./Sr. High School and schedule high school students.
- c. Supervise and evaluate the school's co-curricular (athletic and academic) program(s).
- d. Work closely with the District Administrator, or designee, in developing an appropriate educational program for students in regular and special education.

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- e. Keep abreast of current research, innovations, and trends in education by attending workshops, conventions, and by reading educational journals. Attendance at a national convention requires prior school board approval.

2. STUDENT WELFARE/PERSONNEL

It is the responsibility of the principal to give leadership to the development, implementation and maintenance of a sound school and student management program. The principal will:

- a. Coordinate new student orientation.
- b. Provide leadership for screening all new students for proper placement and referral for children with disabilities evaluation where appropriate.
- c. Assist with organizing co-curricular activities.
- d. Serve on IEP meetings.
- e. Provide for the health, safety, and welfare of all students.
- f. Supervise the maintenance of all student records kept at the junior/senior high school.
- g. Supervise the student health program including the reporting of injuries.
- h. Communicate with the students, parents, or guardians and community agencies regarding: student discipline, compulsory attendance, special assignments, report cards, failure notices, and staffings.
- i. Maintain an atmosphere conducive to learning by providing concise disciplinary procedures for violation of school rules.
- j. Provide students with a handbook outlining school rules, procedures, etc.

3. PERSONNEL MANAGEMENT

It is the responsibility of the principal to recruit and recommend staff for new staff assignments and staff reassignments. The principal will:

- a. Screen all applicant materials and select appropriate candidates for interview.
- b. Interview and recommend for employment prospective candidates for teaching, secretarial, and aid positions.
- c. Conduct a staff orientation program.

It is the responsibility of the principal to evaluate the certified and support staff in the curricular and co-curricular areas. The principal will:

- a. Maintain an on-going evaluation program.
- b. Evaluate staff members according to the school district's policy and Employee Handbook.
- c. Conduct a program of teacher supervision leading to the improvement of instruction in compliance with district procedures.
- d. Make recommendations to the District Administrator regarding employment status of staff members on an annual basis.
- e. Encourage the professional growth of staff members through staff meetings, in-service meetings, workshops and professional reading.
- f. Develop a faculty handbook outlining building policies and procedures.
- g. Assign staff members to supervisory duties, i.e. morning corridor duty

4. COMMUNITY RELATIONS AND COMMUNICATIONS

It is the responsibility of the principal to communicate effectively with students, staff, parents, general public, and the Board of Education. The principal will seek effective communication and cooperation:

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- a. With the Lead Team by meeting on a regular basis.
- b. With students by holding orientation programs, meeting with student council to discuss concerns, making announcements and meeting with individual students.
- c. With staff by holding staff meetings, writing memoranda and by making oneself available to staff members.
- d. With parents by ensuring that progress reports are sent during each quarter, encouraging attendance at parent- pupil-teacher conferences, encouraging attendance at parent/school related meetings, and informing parents about student conduct and attendance.
- e. with the Board of Education by attending meetings and making reports when requested.
- f. By maintaining positive Parent/School/Community relationships.
- g. By reviewing and approving any materials the staff or students will disseminate to the district residents.

5. PLANNING AND COORDINATION

It is the responsibility of the principal to establish building goals that are compatible with district goals. The principal will:

- a. Work with other administrators and supervisors to coordinate planning efforts.
- b. Assist the districts safety coordinator by developing goals and plans for facility improvement including buildings, grounds and equipment.
- c. Keep the District Administrator informed of the progress towards achieving goals.
- d. Work toward attainment of professional objectives and goals as established yearly with the District Administrator, or designee, for professional and educational program improvement.

6. BUSINESS MANAGEMENT OF BUILDING

It is the responsibility of the principal to translate educational goals into specific budgetary requests in the following areas:

- a. Instruction
- b. Athletics
- c. Co-curricular

The principal will:

- a. Identify needs, issues and goals
- b. Prioritize requisitions
- c. Verify costs of requisitions
- d. Control expenditures
- e. Audit achievement of goals and recommend future changes
- f. Supervise the preparation of all school reports for the district office
- g. Develop and administer the building budget
- h. Approve all purchase orders originating from the building

7. PLANT AND OFFICE MANAGEMENT

It is the responsibility of the principal to assure that the physical environment of the building is conducive to teaching and learning and to protect the financial investments of the community. The principal will:

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- a. Inspect buildings regularly regarding safety and security and report needs to the district administrator
- b. Cooperate with health and safety inspectors
- c. Schedule the use of facilities and equipment
- d. Supervise the use of the school facilities
- e. Conduct fire, tornado drills, and school safety

8. POLICY DEVELOPMENT AND DECISION MAKING

It is the responsibility of the principal to give leadership and assist in responsible and effective decision making at the building level. The principal will:

- a. Communicate district and building policies to teachers, students and parents
- b. Enforce and maintain familiarity with policies and master contracts
- c. Give input into new policies or administrative rules as they are developed.
- d. Involve teachers, students and parents in the development of building level policies
- e. Develop and improve organization structure through review of all organizational aspects, recommend changes, and coordinate and evaluate innovations.

9. OTHER DUTIES

Perform additional responsibilities as assigned by the District Administrator

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02 (1)(q)
PI 34, Wisconsin Administrative Code
PI 8.01 (2)(q)
Americans with Disabilities Act of 1990

CROSS REF.: 225, Administrator Evaluation

Revised: July 10, 1995

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