

JOB DESCRIPTION - High School Principal

Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the board and principal.
2. The principal's immediate supervisor is the superintendent of schools.

Duties

1. He/she shall be responsible to the superintendent for the administration, supervision, and general progress of the high school.
2. He/she shall consult with the superintendent before making a decision or adopting a course of action for which there is no policy or precedent.
3. He/she shall keep the staff, students, parents, superintendent, board, and the general public properly informed about the progress of the high school.
4. He/she shall be responsible for the supervision/evaluation of all school staff and shall make personnel recommendations to the superintendent including employment, assignment, and dismissal of personnel.
5. In cooperation with the director of instruction, he/she shall plan, develop, and maintain a comprehensive, up-to-date school academic program and shall be responsible for maintaining and improving standards of achievement under this program.
6. He/she shall support, assign, supervise, and evaluate the administrative responsibilities of the assistant principal as per job description.
7. He/she shall establish, supervise, and assist in maintaining the student discipline program in the high school.
8. In cooperation with building staff, he/she shall prepare and submit to the superintendent requisitions for supplies and equipment for all departments according to prescribed procedures and time schedules.
9. He/she shall be responsible for the inventories of equipment, supplies, and books.
10. He/she shall conduct fire drills in accordance with the pertinent regulations.
11. He/she shall supervise the guidance/counseling program.

12. He/she shall supervise the system of pupil accounting which shall include registration, attendance, tardiness, permanent records, report cards, and any other similar records necessary for the successful operation of the school system.
13. In conjunction with the activities director, he/she shall have general charge of all high school co-curricular activities, unless otherwise directed or limited by the superintendent.
14. He/she shall recommend, each year, to the superintendent the names of students who have completed the requirements for a high school diploma.
15. He/she shall make recommendations to the superintendent relative to the general operation of the high school concerning personnel, curriculum, organization, buildings and grounds, or any other items deemed necessary.
16. He/she shall keep abreast of current educational practices by reading and studying current literature, by visiting other educational institutions, by attending workshops, short courses, state or national meetings, or by any other means.
17. He/she shall be responsible for the rental of the high school facility and shall keep records necessary to assure collection of rental fees and other payments to the office of the business manager.
18. He/she shall provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.
19. In conjunction with the director of special services, he/she shall administer and monitor the special education program within the building.