

POSITION: Secondary School Principal

General Description: The principalship involves administrative and supervisory responsibility for a 7 - 12 high school. The principal will plan, organize, develop and implement instructional goals and objectives; will develop the procedures and evaluating program activity and operations effectiveness.

Essential Duties and Responsibilities:

1. Supervise the school's educational programs.
2. Implement and observe all board policies and regulations for staff and students.
3. Promote the development, revision, implementation, and evaluation of the curriculum.
4. Supervise and evaluate all staff attached to the school.
5. Participate in the recruitment, screening, hiring, training, assigning, and evaluation of all school staff.
6. Assume responsibility for the safety and administration of the school plan.
7. Delegate authority to responsible personnel for assistance in instructional programs, activities, etc.
8. Plan and supervise fire drills and emergency preparedness programs.
9. Maintain high standards of student conduct and enforce student discipline.
10. Assist in the development and planning of in-service education, workshops, staff training, etc.
11. Supervise the preparation of all school reports for the district office.
12. Help develop/manage the school budget.
13. Coordinate all school programs, including those federal and state funded, within their specific guidelines.
14. Assume responsibility for attendance, conduct, and health/safety of students.
15. Represent the school at all educational meetings, conference, etc.
16. Supervise the maintenance/accuracy of all school records, student progress, testing, etc.
17. Act as liaison between the school and the community by arranging conferences, interpreting and encouraging community participation in school life.
18. Coordinate all testing programs and help teachers interpret test results.
19. Conduct meeting with staff and parents as necessary for the proper functioning of the school.
20. Other duties as assigned by the superintendent or his/her designee.

21. Supervise the preparation of student schedules.
22. Supervise the preparation of the master schedule of classes and extra-curricular activities.
23. Supervise/evaluate all extra-curricular activities.
24. Supervise student progress toward meeting graduation requirements.
25. Attend board meetings.
26. Communicate to staff and members of the community regarding the function and progress of the school.

Qualifications:

1. Appropriate administrative credential
2. Master of Arts or Science Degree
3. Previous administrative experience (2 years minimum at secondary level)
4. Five years teaching at secondary level
5. Bilingual (English/Spanish) preferred

Board approved: 8-10-93