

## **Sparta Area School District**

### Article 205 - Specifications for the Secondary School Principals

The classification of Secondary School Principal refers to the High School Principal, responsible for grades 9-12, and Middle School Principal, responsible for grades 6-8, who have the authority for the administration of their respective programs and buildings.

Selection and Status - Secondary School Principals shall be contracted by the Board of Education. The term of the contract shall be congruent to state statutes and the salary and benefits on a twelve-month basis shall be negotiated.

Secondary School Principals shall be certified by the Wisconsin Department of Public Instruction for their positions.

Secondary School Principals are under the direct supervision of the Superintendent and shall have the following powers, duties, and responsibilities as listed and other such responsibilities and authority as delegated by the Superintendent.

The building administrator(s) shall be responsible for the education and welfare of all the pupils in the school. This includes:

1. Provide for the proper order and discipline among students.
2. Be responsible for the management of student behavior and shall set expectations necessary to effectively administer and regulate the behavior of students to and from school, on school grounds or at school-sponsored activities.
3. Develop, implement and enforce rules and regulations, subject to the approval of the Superintendent and the Board of Education, concerning conduct, dress and grooming, use of tobacco, drugs or alcohol, use of vehicles, the carrying of weapons, and such other factors which affect the safety, health, and welfare of the school.
4. The building administrator(s) or their designee (Assistant Principal) shall act as the truant officer of the attendance area. Where violations warrant, the building administrator(s) shall pursue a course of action in compliance with the requirements of compulsory school attendance of State Statutes 118.15-118.16.
5. Assign, evaluate, and supervise staff members in the school within the limitations of School Board Policy and directives of the Superintendent. Make recommendations to the superintendent regarding the hiring, transfer and nonrenewal of the teaching staff.
6. Work with the Directors in the development and planning of curriculum, finances, pupil services, buildings and grounds, technology, and summer school. Provide leadership in the improvement of curriculum and instruction.

7. Demonstrate educational leadership through active involvement in all phases of the planning, development, and direction of the total school program.
8. Participate in the requisitioning, scheduling, budget development, budget control, and inventory systems for his/her building.
9. Supervise the care of the building, grounds, textbooks and other property assigned to him/her and shall insure them against loss or abuse. Work cooperatively with the Director of Business Services in recommending and planning improvements and additions to the building and grounds.
10. Keep the Superintendent completely and continuously informed as to the condition of the school, the activities therein, and the status and needs of the various programs.
11. Be responsible for the enforcement of all laws in the state dealing with fire drills, civil defense drills and other safety laws and regulations as prescribed by State Statute or local ordinance.
12. Promote a positive relationship between the school and community. This includes, but is not limited to, ensuring parent and community involvement in decision-making and school activities, promoting student and staff involvement in activities that benefit the community, and communicating student and staff achievements to the public.
13. Support student participation in co-curricular activities and maintain administrative visibility at most home events.
14. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
15. Other duties as assigned.

Legal Reference:                   Wisconsin Statutes Section 118.24  
  Section 121.02 (1)

Cross Reference:                 Article 163 – Administrative Evaluations and Contracts  
  Article 201 – Structure and Flow of Responsibility

Approved:

Revised:                            May 24, 2005  
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