HIGH SCHOOL PRINCIPAL DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Although administrators serve under the direction of the superintendent, duties of the high school principal may include, but not be limited to the following:

1. Provides educational leadership for all with a focus on learning and student achievement.
2. Creates, promotes and leads a collaborative culture of growth.
3. Is a lead learner by modeling learning, shaping culture, and maximizing the impact on learning.
4. Provides leadership and support to building leaders through the Teacher Leadership System (TLS) and Professional Learning Communities (PLC’s) to advance the vision of the district and building.
5. Direct, supervise, and evaluate the educational programs in the building and ensure alignment with the district vision.
6. Work with building and district-wide curriculum and leadership committees as a committee member, consultant, advisor, chairperson, etc.
7. Study and appraise innovations and research which can advance the learning of all students.
8. Write reports and recommendations as needed or requested relative to existing or envisioned educational programs.
9. Meet regularly with the superintendent and other administrative team members to advance student learning and implement administrative procedures.
10. Conduct regular meetings throughout the high school (i.e., PLC’s, Admin/instructional coaches and PD leads, Building Leadership Team, Student-Teacher Assistance Team, HS Admin team meeting)
11. Organize and manage all class schedules of curricular and extracurricular nature. Arrange all class time schedules, apportion class sizes, and designate individual student schedules. Where teachers of special subjects are assigned to work in more than one building, all administrators involved will work cooperatively.
12. Lead recruiting, screening, hiring, training, assigning, supervising and evaluating of the school’s professional staff including teachers, teacher aides, secretaries, and custodians.
13. Supervise and evaluate substitute teachers and offer recommendations concerning their continued employment.
14. Attend, or be represented at, all school-sponsored events occurring within his/her building.
15. Act as liaison between the school and community, supporting P.T.A. officers, members and committees and encouraging community participation in school life.
16. Work with staff members in organizing and developing handbooks, guidebooks, courses of study, etc.
17. Assist, upon request, in planning and supervision of building construction.
18. Maintain high standards of student conduct and enforces discipline as necessary, affording due process and maintaining the rights of students.
19. Implement procedures related to classroom events, including arrangements for field trips, provisions for various technologies, and special program features within the school as well as programs for outside the school.
20. Be responsible for any and all routine notices, time schedule changes, class schedule changes, and other routine managerial functions which are necessary for the efficient operation of the building organization.
21. Assist, along with other administrative team members, in developing, implementing, and appraising the orientation and in-service training programs.
22. Assist in the management and preparation of the school budget and approve all requisitions originating within the building.
23. Take responsibility for safety and maintenance of school grounds and facilities.
24. Work with outside agencies to give assistance to children and staff to enhance programs.
25. Is active in community and professional organizations.
26. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students. Assert leadership in the school and community in accordance with established Board policy.
27. Maintain a high standard of ethics in all professional relationships.
28. Be present at Board meetings when requested by the Superintendent.
29. Perform all other duties as may be assigned by the Superintendent.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.