



JOB DESCRIPTION

Job Title	High School Principal
Department	Secondary Schools
Reports To	Superintendent
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The High School Principal administers the high school according to the policies of the Board of Education and under the supervision of the Superintendent, providing educational leadership to both faculty and students and inspiring them to contribute their best efforts.

Essential Job Functions

- Coordinates work of the assistant principals.
- Oversees the School Improvement Plan process.
- Coordinates the utilization of facilities with assistants in charge of activities.
- Prepares for and conducts regular monthly meetings of the faculty.
- Visits classrooms to observe teachers in action.
- Supervises and evaluates the performance of teachers, department chairs, and other personnel.
- Interviews prospective teachers and assists in making the final selections.
- Recommends teachers for re-employment.
- Maintains effective daily communication with both teachers and students.
- Provides leadership and support to the assistant principals.
- Takes appropriate action to maintain closer personal contact with teachers.
- Insures the effective execution of school business affairs.
- Coordinates the school's co-curricular activity program with the assistant principal.
- Serves as the general managers of the school's interscholastic athletic program.
- Represents the high school in all meetings.
- Approves and recommends to the Director of Academic Services all course offerings, textbook adoptions, and other instructional matters requiring board action.
- Approves the high school budgets for submission to the Executive Director of Business Services.
- Supervises the high school activity account.

- Approves the master scheduling of classes and the assignments of teachers.
- Approves or disapproves all purchase orders and countersigns all pay orders from school activity fund accounts within the procedures (approved) by the Executive Director of Business Services.
- Approves and recommends course offerings, textbook adoptions, and other instructional matters.
- Insures the maintenance of good discipline in the high school and all school functions.
- Approves the official calendar of school sponsored events.
- Requires annual reports from the department chairmen with set forth short-term and long-range plans for their respective areas.
- Supervises school activities, attends state and national professional meetings, and assists in the negotiation process.
- Works toward proficiency in the principal domains of Wisconsin's Educator Effectiveness System.

Ancillary Job Functions

- Participates in District required training including; CPR, First Aid, AED, and Non Violent Crisis Intervention.
- Coordinates the school's co-curricular activity program with the assistant principal.
- Performs other related duties as assigned by the Superintendent and Executive Director for Administration.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin certification for the position.
- NCI certified or must obtain certifications as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three or more years of successful experience as a high school principal.
- Minimum of five years successful experience as a high school classroom teacher.
- Experience as an assistant high school principal or middle school principal.
- Doctor's degree or advanced graduate work beyond the master's degree.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Fundamental understanding of instruction, assessment, supervision, and evaluation.
- Broad knowledge of high school curriculum.
- Strong leadership ability.

- Ability to work effectively with groups and individuals.
- Effective speaking and writing skills.
- Effective relationships with the community.
- Ability to make sound decisions and withstand pressures.
- Creative and imaginative approach to problems.
- Ability to bring diverse cultural and ethnic perspectives to the school and district, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.