

JOB DESCRIPTION - HIGH SCHOOL PRINCIPAL

Qualifications: Shall possess Wisconsin Department of Public instruction certification required for a high school principal.

Reports to: District Administrator

Job Goal: The High School Principal shall be the instructional leader of the high school (Grades 9-12) responsible for administration of instructional programs, supervision and evaluation of instructional staff and the daily operation and management of the high school area.

Work Schedule: Normal work hours will be 7:45AM-4:15PM with a 30 minute unpaid, duty-free lunch period. Additional supervisory time is expected for extracurricular and board-related functions occurring outside normal school hours.

Responsibilities:

Operation and Management

1. Direct and assist high school teachers in implementing School Board policy.
2. Inform high school staff of all school regulations from the District Administrator and the School Board.
3. Develop the master schedule and assign duties to all high school staff.
4. Supervise the conduct of all high school personnel while on duty.
5. Supervise the daily operation of the high school.
6. Establish procedures for and control student behavior.
7. Suspend after notifying parents any high school student for sufficient cause according to board policy and state statutes.
8. Classify and promote or retain high school students as outlined in board policies.
9. Attempt to resolve complaints from parents and citizens.

10. Mediate parent-teacher-student disputes.
11. Supervise the revision and publication of high school curriculum handbook and student registration packet.
12. Compile the high school faculty handbook.
13. Supervise the school grounds, lunchroom, and activity programs.
14. Work with high school teachers and administrators in developing good public relations with the entire community.
15. Safeguard the health and general well-being of the staff and student body.
16. Establish rules for the management of the high school providing rules do not conflict with the policies of the School Board, Directives of the District Administrator, or state and federal statutes.
17. Attend regular and special school board meetings, administrative staff meetings, and professional seminars and workshops with prior approval of the District Administrator.
18. Hold regular high school faculty meetings pertaining to the instructional program, student welfare and other matters important to the school.
19. Inform District Administrator of complaints brought against the high school building environment.
20. Conduct monthly fire and annual tornado drills.
21. Maintain high school student records.
22. Plan and approve field trips.
23. Provide required and requested reports including a weekly high school faculty bulletin.
24. Register high school students as required.
25. Perform other duties as required by the District Administrator and the School Board.

Administration of Instructional Programs

1. Organize, administer, evaluate and coordinate high school instructional programs.
2. Serve as consultant on curriculum improvement committees.
3. Insure that curriculum guides are being followed by the high school faculty.
4. Assist in planning and organizing the staff development program.
5. Continuously assess high school educational needs.
6. Oversee the selection of high school

- instructional materials and aids.
7. Insure that all high school materials are properly maintained and inventoried.
 8. Perform other duties as required by the District Administrator and the School Board.

Supervision and Evaluation of Professional Staff

1. Assist in the selection of high school instructional staff and provide orientation.
2. Inform District Administrator of any high school staff concerns.
3. Assign student teachers to appropriate high school faculty.
4. Administer master contract provisions and personnel policies.
5. Make recommendations for and assist in the discipline, remediation and dismissal of high school staff.
6. Evaluate high school instructional staff.
7. Process requests for personal, emergency, professional and sick days and secure substitute teachers as needed for high school staff.
8. Provide general supervision of high school nonathletic, extracurricular activities.
9. Evaluate high school secretaries and teacher aides.

Coordination of Distance Learning Program

1. Serve as district coordinator of the Embarrass River Valley Instructional Network Group (ERVING).
2. Develop master schedule for distance learning.
3. Coordinate student use of ERVING program.
4. Follow and implement ERVING policies.

Coordination of AT-RISK Program

1. Serve as district coordinator of the AT-RISK Program.
2. Establish district AT-RISK identification guidelines and procedures.
3. Establish and coordinate programs for K-12 students identified as AT-RISK.

Approved: December 16, 1991

Revised: May 15, 1995
July 1, 1996

