

**Policy GFBA: Job Description: High School Principal**

**Status:** DRAFT

**Original Adopted Date:** 05/14/2007 | **Last Reviewed Date:** 05/14/2007

**Job Description: High School Principal**

**QUALIFICATIONS:**

1. A Master's Degree in education or school administration (Ed. S., Ed. D. or PH.D. degree preferred)
2. AA Certification in Secondary Administration and Supervision
3. Two years teaching experience
4. Ability to communicate effectively, both orally and in writing.
5. Ability to establish and maintain effective working relationships with staff and parents.
6. Ability to provide leadership in identifying and solving problems.
7. Ability to perform all job duties in a satisfactory manner.
8. Possession of a valid driver's license and maintain that license.
9. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**

Assistant Superintendent for the Attendance Center

**PERSONNEL REPORTING TO THIS POSITION:**

**Directly:**

1. Teachers
2. Librarians
3. Counselors
4. Band Directors
5. Coaches
6. Custodian/Maids
7. Students
8. Teacher Assistants/Aides
9. Secretaries

**JOB GOAL:**

The high school principal is responsible for leading the successful high school educational program. The person holding this position shall set an example of an exceptional professional educator and will be responsible for ensuring a trusting and openly communicative environment among all students, staff and parents. The primary duty of the person holding this position will be to administer the planning, organizing and implementing of all educational activities and all related and supporting activities of the high school.

**AREAS OF RESPONSIBILITY:**

1. Instructional program
2. Supervision and evaluation
3. Assist in budgeting and purchasing
4. Public relations
5. Student welfare
6. Building and facilities

**JOB DUTIES:**

1. Assist the teachers and staff in achieving the goals of the district by supervision, classroom visitation, and conferences in accordance with Board policies.
2. Anticipate problems and initiate solutions to problems.
3. Develop and maintain positive staff morale.
4. Demonstrate fair and equitable treatment of all teachers, staff and students.
5. Interacts with the attendance center's elementary school and middle school principals to ensure consistency in academic achievement between the school levels.

6. Provides leadership in the development and continuous evaluation of high school curriculum.
7. Develop, maintain, evaluate and enhance the extracurricular programs of the high school.
8. Coordinates and ensures the effectiveness of a tutoring program.
9. Demonstrates a commitment to both a core knowledge and college preparatory environment.
10. Assist in the planning of staff development.
11. Assist pupils, parents, and teachers with academic, emotional, and disciplinary problems.
12. Complete and submit all required reports on or before the date due.
13. Interview and recommend to the Assistant Superintendent staff members, new and continuing, for employment.
14. Assist in the matter of student discipline on the school bus.
15. See that facilities are operated effectively and efficiently and see that applicable health and safety standards are met.
16. Supervise students during class change and all activities during the school day.
17. Provide for adequate supervision of acceptable student and adult behavior at all high school sanctioned or sponsored activities.
18. Secure and assign substitute teachers.
19. Provide for informing parents of student progress in accordance with Board policies.
20. Utilize test results in analyzing program effectiveness and identifying areas needing improvement.
21. Personally interact with parent groups to promote citizen participation in the schools as well as encouraging positive school-community relations.
22. Administer a successful information program in order to foster a positive school image and keep the community aware and responsive of activities.
23. Effectively communicate and support all management team decisions and all school board policies.
24. Help supervise clerical activities and other auxiliary services, such as cafeteria, janitorial, and maintenance.
25. Schedule and supervise fire drills; give notice for storm warnings; see to proper evacuation of buildings.
26. To perform such other duties as may be assigned by the Assistant Superintendent and/or Superintendent.

#### **TERMS OF EMPLOYMENT:**

To be employed 12 months per year. Salary and work year to be established by Board policy GGBA.

#### **EVALUATION:**

Performance in this position will be evaluated annually, by the Assistant Superintendent – Attendance Center in accordance with provision of the Board's policies on evaluation.

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