

High School Principal

Reports to: Director of Curriculum/Secondary/CTE

Location: Fayette County

Student Population: Approximately 225 - 900

Grades: 6-12 or 7-12 or 9-12

School Staff: Approximately 25 - 100

Job Goal: The High/Middle School Principal is recognized as an instructional leader and staff officer of the Superintendent who works under the direct supervision of the Director of Curriculum/Secondary/CTE.

Qualifications:

- Shall hold a Master's degree with principal's certification in the appropriate grade levels.
- Shall have completed three (3) years of successful school-related, educational experience, preferably at the high school level.
- Educational work-related references validating satisfactory performance.

Length of Employment Term: 230 days (11 ½ months)

Salary: Principal's supplement added to teacher's salary scale according to years of experience and degree.

Responsibilities:

1. Subject to the limitations of the law, Board regulations, and instructions of the Superintendent, the Principal shall be the administrative head of the school to which he/she is assigned. It shall be his/her duty and responsibility to be familiar with all pertinent regulations.
2. Principals will be responsible for:
 - a. Curriculum and supervision
 - b. Instructional records
 - c. Transportation records as required
 - d. Pupil placement
 - e. Promotions and retentions
 - f. Cumulative student records
 - g. Attendance
 - h. Student conduct and discipline
 - i. Student progress and homework
 - j. Proper accounting of school funds
 - k. Work closely with the appropriate director with regard to itinerant personnel working in the school (psychologist, speech therapist, etc.).
3. Shall be responsible for the West Virginia Educational Information System (WVEIS) for the maintenance of all school records.
4. View self as a leader of his/her school. He/she will provide educational leadership and support and supervise classes and activities to see that all classes and activities are confined to the times and places as they are scheduled, and that the financing of all activities is administered according to established accounting methods.
5. The responsibilities for developing criteria for curriculum improvement at the building level shall be delegated to the Principal.
6. Plan staff meetings to keep members informed of policy changes and new programs.

7. He/she shall be responsible for management of building, supervision of building custodians and kitchen help assigned to his/her charge. He/she shall see that the building equipment and grounds are properly cared for, and that the buildings are kept clean, sanitary, and have proper ventilation.
8. Responsible for the supervision, control, and management of the building, pupils, and visitors at school activities in which pupils participate, whether held on or off the school premises, if such participation is approved by and in the name of the school.
9. Shall make assignments of teaching schedules and other activities, giving special care that the total assignments are in accordance with staff qualifications, and as equally divided among the members of the staff as the school situation permits.
10. Shall evaluate the efficiency of each member of the staff.
11. Keep the Director of Curriculum/Secondary/CTE fully informed about changes in schedules, assignments, general conduct of pupils, major accidents or injuries, building conditions, progress and activities engaged in by pupils, and all matters pertaining to the successful operation of the school.
12. Give special attention to the attendance of pupils. In cases of absence or truancy, every effort is to be made to contact the parents or guardians of such pupils, and the Principal shall work toward satisfactory adjustment, so that child will have regular school attendance. Cases that cannot be adjusted satisfactorily are to be reported to the Director of Attendance.
13. Maintain high standards of student conduct and enforce discipline as necessary, according due process to the rights of students.
14. Assist in the planning and implementation of in-service training for staff members.
15. Gather, analyze and synthesize information necessary to establish and attain goals.
16. Organize and maximize resources to attain goals.
17. Provide purpose and direction in areas of responsibility.
18. Manage consensus and group behavior.
19. Delegate authority and responsibility clearly and appropriately to achieve goals.
20. Utilize effective written and spoken communication skills.
21. Provide leadership in the implementation of technology standards (effective July 1, 2003).
22. Shall establish high professional work standards for himself/herself and others.
23. Shall be responsible for maintaining and upgrading his/her professional skills.
24. Participates in the selection of staff for the school.
25. Assumes responsibility for security and pupil safety within the building; develops procedures designed to protect and enhance safety of students and staff to promote the security of property and equipment.
26. Complies with all established laws, policies, rules and regulations.
27. Assumes general responsibility for his/her school and its contents in regard to building maintenance outside their normal working hours.
28. Shall be responsible for any other duties assigned by the Superintendent or his designee.