

Senior High School Principal Job Description

Purpose: The Senior High School Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Senior High School Principal works closely with the community, staff, and administration of U.S.D. No. 411.

Responsible to: Superintendent of Schools

Payment rate: According to negotiated agreement

Qualifications:

1. High school diploma or equivalent.
2. Masters degree from an accredited college/university.
3. Three years certified experience.
4. Current Kansas State Teaching Certificate on file in the Central Office.
5. Health and Inoculation Certificate on file in the Central Office.
6. Desire to continue career improvement.

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
2. Establish an optimal learning environment within the school.
3. Ensure that all school programs and activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.

7. Support the value of an education.
8. Support the philosophy and mission of U.S.D. No. 411.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Develop a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
2. Develop a functioning education philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
3. Develop a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
4. Develop an atmosphere of respect, interest, and enthusiasm within the school.
5. Communicate openly and effectively with students, community, staff, and administration.
6. Supervise and provide for the general welfare of students during the school day, on school trips, and during school activities.
7. Maintain effective programs to strengthen and monitor pupil discipline, attendance, and individual progress.
8. Select and assign certificated and classified personnel.
9. Delegate duties for effective staff utilization, but assume final responsibility for the overall school program.

10. Encourage the professional growth of teachers by advanced training, experimentation, and evaluation.
11. Administer district policies in the operation of the school.
12. Administer the school budget.
13. Maintain school records and file necessary reports
14. Comply with legal and regulatory requirements of the various governmental agencies.
15. Plan and organize the school day and year to provide for efficient operation of the school.
16. Maintain safe, clean, attractive, and well kept buildings and grounds.
17. Make effective use of consultants and specialists in program and staff development.
18. Work cooperatively with peers in sharing ideas, techniques, and procedures for improvement of the learning environment.
19. Keep abreast of new information, innovative ideas and techniques.
20. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Administer the Chapter II program.
22. Work with peers in the administration of the Board of Education's ADA program.
23. Other duties as assigned by the Superintendent, or other Administrative Staff.