

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: High School Principal

DEPARTMENT: Administration

QUALIFICATIONS:

1. A Master's degree or higher, with a major concentration of work in educational administration.
2. A valid state certificate to practice as a school principal.
3. At least five years of successful experience as a teacher.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Assistant Principal
Teaching Staff
Other Professional Staff
All Nonprofessional School Staff
Other Resource and Service Personnel while functioning in the school.

JOB GOAL: The Principal is responsible for the operation of the high school and all of its functions.

PERFORMANCE RESPONSIBILITIES:

1. Maintain discipline and morale of students and carry out the provisions of the student rights and responsibilities.
2. Assure that classroom atmosphere is orderly with learning taking place at all times.
3. Keeps discipline records for significant discipline problems.
4. Follows consistent and fair procedures.
5. Establishes and follows effective discipline guidelines.
6. Coordinates student scheduling and prepares a master schedule for the implementation of the educational program with optimum utilization of staff and facilities.
7. Allocates building areas to meet the needs of programs.
8. Sees that parent groups do not infringe on the responsibilities of the school Administrator.
9. Oversees all student records in keeping with established Board policies.
10. Oversees procedures to effect efficient and timely student transfers.

11. Oversees student grading and maintains consistent grading policies.
12. Oversees protection of confidentiality of records.
13. Sees to it that staff members use student records to help design programs for students.
14. Direct and facilitate all activities in the exceptional children's program and participates in Student Assistance Program.
15. Monitors and provides for the implementation of the special education regulations.
16. Participates in Student Assistance Program meetings and expresses the feelings and concerns of the staff about students being discussed and evaluated.
17. Supervises the school guidance program.
18. Maintains an efficient budget management within the scope of his/her control.
19. Assumes responsibilities for administering activity accounts in keeping with school policy and state requirements.
20. Supports the Board and Administration in budget decisions.
21. Oversees the condition of assigned building and grounds and recommends changes for their maximum utilizations.
22. Directs the building custodians through the custodial supervisor regarding the cleanliness of the building and solution of problems.
23. Works with the Assistant to the Superintendent Finance and Operations to provide a preventative maintenance program.
24. Assures that extra and co-curricular programs meet all WPIAL, local, state, and federal guidelines
25. Provides equal opportunity for students to participate in extra and co-curricular programs.
26. Encourages participation by students and staff in extra and co-curricular activities, club programs and community projects.
27. Supervise the implementation and operation of all extra and co-curricular activities.
28. Demonstrates proper fiscal management of extra and co-curricular programs.
29. Evaluates all extra and co-curricular programs each year and effects necessary changes.
30. Performs such tasks and assumes responsibilities as the Superintendent and/or the Assistant Superintendent may assign.
31. Plans a program of diversified extra and co-curricular activities in each school year.
32. Plans an even distribution of extra and co-curricular programs, including music, drama, athletics, academic functions, etc.

SUPERVISION

1. Observes and evaluates professional personnel for improvement of instruction according to Board Policy.
2. Confers with employees following the observation.
3. Provides the teacher and Central Office with a copy of the Observation Report.
4. Meets with teachers, at least once annually, to discuss teacher performance and progress.
5. Oversees performance of substitute teachers.

PERSONNEL MANAGEMENT

1. Utilizes the expertise of all district resource personnel.

2. Provides for timely faculty meetings throughout the school year to carry on communication with staff regarding instructional needs.
3. Interviews and recommends candidates to the Superintendent in writing.
4. Observes and refers good substitute and student teachers.
5. Collects information from as many sources as possible on a prospective employee if the interview warrants further investigation.
6. Provides substitutes and all new personnel an orientation conference, manuals and guidelines of operation and job expectations.
7. Furnishes all reports, including employment recommendations to the District Office, with proper signatures affixed.
8. Recruits personnel from a broad base.

PUBLIC RELATIONS

1. Maintains lines of communication to keep all concerned parties informed regarding discipline procedures and actions.
2. Maintains contact with community and parents and arranges conferences when needed and supervises the arrangement of teacher conferences.
3. Establishes lines of communication with parent groups to keep them informed of occurrences in the school.
4. Sponsors parent visitation (including Open House, Curriculum Night, etc.) at appropriate times during the school year.
5. Supervises parent-teacher conferences and sees to it that parents are constantly aware of their child's academic programs and any behavioral problems.

COMMUNITY INVOLVEMENT

1. Attends meeting of school related parent groups.
2. Maintains a positive community attitude toward the school.

STUDENT INTERACTION

1. Meets with students and student organizations to promote the goals of the school.
2. Observes student involvement in academic programs, interscholastic activities and other school activities to analyze the effectiveness of school programs.
3. Talks with students to encourage academic growth and to promote compliance with school policies and school rules.

STAFF DEVELOPMENT AND IMPROVEMENT OF INSTRUCTIONS

1. Recommends through the staff, areas for curriculum study and change.
2. Evaluates the curriculum by planning.
3. Evaluates the curriculum through classroom observation and working closely with departments or teachers proposing changes.
4. Participates as a member of Curriculum Committees.

5. Demonstrates through tests and other data that the existing curricula are meeting the needs of students and the community,
6. Assures that curricular programs meet existing State Standards.
7. Provides parents with an opportunity to react to present and proposed programs.

PROFESSIONAL AND PERSONAL DEVELOPMENT

1. Participates in professional workshops and organizations.
2. Maintains a working knowledge of educational theory and practice through the reading of professional books and periodicals.
3. Applies professional theory and practice in the school environment.
4. Keeps abreast of current direction in curriculum planning.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

Language Skills: Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all district requirement and Board of Education policies. Ability to use a personal computer and related software.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

TERMS OF EMPLOYMENT:

Work year, workdays, salary increases, and benefits are established in accordance with the provisions of the Act 93 Salary and Benefit Program. Initial salary shall be determined by the Board of School Directors

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____