

JOB PROFILE: SECONDARY PRINCIPALS

Reports to: The Superintendent of Schools

Classification: Administrator

Hours/Day: 8

Days/Year: 260

Purpose/Summary

For the purpose of providing leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for students growth and development, both emotionally, socially and intellectually.

Essential Duties and Responsibilities

- Assist instructional staff with alignment of curriculum, instruction and assessment with state and local district learning goals.
- Coordinate, organize and publish Course Selection Handbook and Student Handbook annually.
- Coordinate and facilitate the development of the building master schedule: courses, sections and teacher schedules.
- Develop and administer the general school routine and coordinate all activities within the school.
- Create a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
- Participate in the selection of new teaching and classified personnel.
- Observe, counsel, motivate and support professional staff toward performance to attain the educational goals of the District.
- Utilize to the fullest extent possible, all available school facilities, materials and staff service personnel.
- Utilize data to focus and drive instruction.
- Encourage and initiate continued improvement in curriculum, and teaching methods in cooperation with District Administration, subject area specialists and faculty.
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Identify intellectual, physical, social and emotional needs affecting students' success in school, and take steps to direct and coordinate the efforts of teachers and parents with staff services and special education personnel. Serve as LEA when necessary.
- Maintain effective communication to keep the staff, students and parents properly informed.
- Plan and submit annual budget needs for the building to the Director of District Operations each year.
- Manage a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Fulfill other duties and tasks assigned by supervisors.

Education and/or Experience

Bachelor's Degree in Education.

Advanced Degree in Instructional Leadership with Principal Certification.

Five years' experience as an instructional leader preferred.

Certifications, Licenses, Registrations

Act 34/151/114/126/168 Clearances/Certifications required

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of current research trends in curriculum instruction and leadership. Knowledge of curriculum development protocols and ability to implement curriculum effectively at a building level. Ability to think critically and problem solve. Ability to understand content in order to organize, manage and communicate electronically. Knowledge of observation and supervision models and ability to effectively improve instruction. Knowledge and understanding of student data and ability to generate reports to assist teachers with planning and instruction.

Academic Skills - Knowledge of K-12 Education and ability to understand, manage and organize resources to support curriculum, assessment and instruction. Ability to develop and provide professional development experiences and lead curriculum committees and efforts. Understanding of current educational research and trends.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Ability to read, edit and formalize documents for public review and use. Ability to communicate effectively with administration, staff, students, parents and the community and presentations.

Math Skills – Knowledge of mathematics and its applications. Ability to use math skills to complete budgets and make financial decisions concerning texts, resources and online materials. Possess the ability to develop spreadsheets to manage and provide student data for interpretation.

Technology Skills – Demonstrate competency with up-to-date computer software, including Word processing, Excel, web page development, presentation and graphics applications. Ability to learn the use of new technological resources and tools with minimal training. Ability to manage and manipulate large databases of information. Be able to generate Power Point presentations including Excel documents. Be able to enter data to generate documents related to student data and complex scheduling tasks.

Reasoning Abilities – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the general public.

Other Skills and Abilities

- Maintain high emotional energy.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess imagination, patience, creativity, sound judgment and logical reasoning.
- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Participate in and present workshops or seminars.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Primary Work Location				
Classroom/Building		Shop		
Office Environment		Vehicle		
Outdoors		Travel		
Paraprofessional, I-A Secretaries - 260 Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing	F	Crawling	N	
Sitting	O	Bending	R	
Walking	F	Twisting	R	
Lifting	R	Climbing	R	
Carrying	R	Balancing	R	
Pushing/Pulling	R	Vision	C	
Reaching	O	Hearing	C	
Handling	R	Talking	C	
Fine Dexterity	F	Foot Controls	N	
Kneeling	R	Teamwork	C	
Crouching	R	Tedious or exacting work	O	
Time Pressures	C	Noisy or distracting environment	C	
Emergency Situations	C	Other (Specify): Flexible work hours to accommodate building schedules and professional development	F	
Frequent Change of Tasks	C	Respond to student outbursts and physical altercations	F	
Irregular Work Schedule/Overtime	C	Other (Specify):		
Multi-Tasking	C	Other (Specify):		
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.</i>				
Effective Date				