

JOB DESCRIPTION
DE SOTO AREA SCHOOLS
MIDDLE/HIGH SCHOOL PRINCIPAL
GRADES 6-12

232

Reports to: District Superintendent

JOB RESPONSIBILITIES:

I. Supervision of Students

- A. Coordinate student attendance policies and procedures for grades six through twelve.
 - 1. Attendance records and reports
 - 2. Truancy referrals
 - 3. Parent notification
- B. Coordinate programs that encourage positive student involvement.
- C. Review and establish, as needed, student discipline policies.
 - 1. Meets with the guidance counselor, and other pertinent staff on a regular basis to discuss discipline strategies and policy needs.
 - 2. Maintain proper documentation and records of disciplinary cases.
 - 3. Refer a student to the proper student services as appropriate.
 - 4. Confer with parents and local authorities as appropriate.
- D. Assigns and coordinates the supervision of student activities.
 - 1. Oversee and schedule the student 6-12 activity calendar. Maintain and coordinate dates on the 6-12 master calendar.
 - 2. Assist the athletic director and other administrators in the supervision of home athletic contests and other school events on a scheduled basis.
 - 3. Administer and coordinate transportation of middle/high school students.
 - 4. Determines, communicates, and maintains standards for participation in student activities.
- E. Oversees student reports for grades six through twelve (i.e. progress reports, grade reports, honor roll, attendance, activity involvement, truancy, etc.)
- F. Monitors and provides for supervision of hallways, bus loading, lunchroom, student activities, and athletic events.
- G. Coordinates with local police to insure smooth functioning of school, both during school hours and after school at extracurricular activities.
- H. Oversee, with the aid of class and group advisors, senior high activities.

II. Student Services

- A. Oversee, monitor, organize, and/or coordinate senior high student activities, assemblies, special day observances, etc.
- B. Organizes a system for dealing with discipline problems.
- C. Strives to know and understand students and consider their requests.
- D. Arbitrates conflict that arise among teacher/student/parent/support staff relationships.
- E. Oversee and monitors programs to reduce absenteeism, tardiness, and/or behavioral problems.
- F. Explains disciplinary code to students, staff and parents.
- G. Promotes staff participation in extracurricular activities.
- H. Reviews and suggest changes to the student handbook to explain students' rights and responsibilities.
- I. The principal may suspend any student, not to exceed five days, for disobedience to any school employee or for conduct which interferes with the rights and privileges of other students and teachers.

III. Board Policies

- A. Review, implement, and enforce board policies and administrative rules in relationship to duties in his/her job description.

IV. Administrative Team

- A. Meet on a regular basis with other district administrators to discuss the problems of the district, discuss the agenda of the board meetings, and other items as appropriate.
- B. Report to the Superintendent the important events and conditions of the high school.
- C. Assist district administrator with the budgetary process.
- D. Screens and approves purchase orders in the 400 code to be submitted to the district administrator.
- E. Participate in the development of district goals, objectives, and vision statement.
- F. Prepares and distributes the student handbook.
- G. Confers with district administrator and legal authorities on legal issues as the situation demands.
- H. Assist the head custodian in supervising the cleaning and general repair of the building and grounds.

V. Building Use

- A. Complete the user contract for building, grounds, and equipment usage.
- B. Report any damage or problems caused by group usage to the superintendent.
- C. Notifies the head custodian of events in the building and ensures that proper supervision is present at the event.

VI. Building Personnel

- A. Screen, interview, and recommend candidates for positions with high School/middle school.
- B. Assign rooms for classes and study halls. Assign the supervision of study halls, lunch room, and the campus during the teacher's contracted day.
- C. Supervise building personnel other than the district office staff.
- D. Assist instructors in course material selection.
- E. Prepare and conduct staff meetings for high school teachers and building personnel. Cooperates with the middle school principal in setting agenda for common, concurrent, or alternating meetings of middle school teachers and staff.
- F. Serve as a resource person in identifying and solving classroom problems 9-12.
- G. Orient new staff and teachers of high school to school procedures.
- H. Coordinate and evaluate the services to the high school of the guidance department, The school psychologist, and the library/media specialist.
- I. Maintain open lines of communication with staff members.
- J. Manages office operations.
- K. Conducts formal evaluations of teachers of high school classes as prescribed by board policy.
- L. Monitor and coordinate the regular supervision and evaluation of high school extracurricular personnel.
- M. Solicits and assigns substitute teachers.
- N. Meets with the athletic director to review and clarify the duties and role each coach has in the enactment of their positions.

VII. Educational Program Improvement

- A. Assigns high school teachers/professional staff to classes.
- B. Encourages and helps the faculty to develop innovative teaching methods.
- C. Confers with other principals and/or district personnel to coordinate educational

- programs across schools.
- D. Encourages the staff to search for and implement new programs.
- E. Encourages involvement of the staff in professional organizations and supports involvement in workshops and classes.
- F. Provides for meetings or training sessions in which staff can share ideas and professional experiences.
- G. Meets with faculty representatives to discuss faculty problems.
- H. Reviews and monitors educational programs to insure that they meet various student needs.
- I. Meets with other colleagues to discuss problems, their solutions, and new developments in education.

VIII. District Programs Coordination

- A. Remain up to date in the latest trends and research conducted concerning education and curriculum modifications/changes.
- B. Curriculum expansion and graduation requirements
 - 1. Do preliminary screening for any new course offerings at the senior high level.
 - 2. Review the high school courses to insure there are proper courses being offered in order to meet graduation requirements.
 - 3. Work with staff, counselor and the curriculum coordinator on graduation requirements.
- C. Assist the At-Risk Committee by providing for educational modifications (if possible) for specific students in need.
- D. Screen individuals who will serve as volunteers.
- E. Serves as a member of the Staff Development Committee.
- F. Serves on district-level curriculum and policy committees.

IX. Bulletins

- A. Oversees and edits the composition and distribution of the weekly bulletin.
- B. Oversee the use of the PA system.

X. Community Communication

- A. Work with other principals and staff members to create a public awareness of what the high school students and programs are doing.
- B. Organize and publicize parent teacher conferences.

XI. Professional Development

- A. Maintain an ongoing development of professional skills.
- B. Maintains current knowledge of union-management contracts. Develops personnel policies consistent with provisions in union-management contracts.
- C. Keeps informed about new techniques (i.e., in computer technology, human relations) and how they might affect various staff elements, and encourages appropriate educational effort.
- D. Participates in professional growth activities: attends professional meetings, reads professional journals, takes classes, or attends seminars on relevant topics. The principal shall be allowed expenses as incurred.

APPROVED: August 20, 2007
