

DE SOTO AREA SCHOOL DISTRICT

232

MIDDLE/HIGH SCHOOL PRINCIPAL
(Job Description)

- QUALIFICATIONS:
1. Principal certification as required by state law. ***{NOTE: I deleted the reference to "secondary" certification. There is now only one type of principal's license under PI 34.}***
 2. ***{NOTE: If there are any other qualifications for the middle/high school principal, you may wish to add them.}***

REPORTS TO: District Administrator

SUPERVISES: All building staff, directly or indirectly

{NOTE: I added "Reports to" and "Supervises" to provide additional guidance. If you do not wish to include them, they may be deleted.}

JOB GOAL: To be responsible for the general management and discipline of the middle and high school buildings, including supervision of students, staff and buildings and grounds. ***{NOTE: This job goal was found in item 1 of 221.03 of the high school principal's job description. I modified it by adding a reference to supervision of students and staff. If this is not accurate, revise it accordingly.}***

JOB RESPONSIBILITIES:

The middle/high school principal shall:

1. Uphold Board of Education policies at all times and under all conditions.
2. Make periodic reports, both oral and written, as requested by the District Administrator.

3. Be responsible for the planning, organization and administration of the middle and high school program, including curricular and extracurricular activities, to such an extent that maximum efficiency and economy are achieved.
4. He/she shall participate in special Board meetings, as requested, to review plans for the athletic program and to review and clarify the roles of the principal, athletic director and coaches.
5. Be responsible for student discipline and establish standards of conduct necessary to administer and control student conduct at school and on school premises.
6. Cause a student handbook to be published annually, subject to Board approval, setting forth student conduct rules.
7. Have authority to suspend students consistent with state law and Board policy. **{NOTE: I revised the previous statement to reflect state law provisions more generally.}** He/she shall notify the District Administrator of student suspensions.
8. Enforce the student attendance policy and provide appropriate student attendance/truancy reports to the District Administrator. **{NOTE: I revised the previous statement to be more general.}**
9. Make cooperative decisions regarding promotion of middle school students, with middle school teachers and guidance counselors. **{NOTE: You should review this item with the DEA Agreement Article XII-E (included in the teacher job description 531.1 as item 12-E) to be sure they are consistent with each other.}**
10. Review student grades upon appeal.
11. Be responsible for the security of funds and monies collected, to ensure proper safety and storage in locked vaults.
12. Have authority to approve requisitions for equipment and supplies for all curricular and extracurricular activities, prior to submission to the central office.

13. Be held accountable for the inventory of all middle and high school teaching materials and equipment.
14. Be authorized to execute the contracts pertaining to interscholastic contests and to countersign said contracts on behalf of the District.
15. Complete teacher evaluations and provide recommendations for contract renewal or review to the District Administrator by January 1, so this information may be provided to the Board at its first meeting in January.
{NOTE: You should review this timeline with both 538 and 538-Rule (Timelines). The former indicates that this information is provided to the District Administrator; does this precede provision to the Board? The latter indicates the end of the evaluation cycle is January 31. Is all this information consistent?}
16. Be responsible for the supervision of custodial work in the building.
17. Be responsible for monthly fire drills.
18. Be responsible for authorizing visitors to the building, consistent with Board policy.
19. Perform other duties as required by law or as delegated by the District Administrator. **{NOTE: I added the previous statement to provide flexibility. If it is not appropriate, revise or delete it.}**

LEGAL REF.: Sections 118.24 Wisconsin Statutes
121.02(1)(a), (q)
PI 8.01(2)(q), Wisconsin Administrative Code
PI 34
Americans with Disabilities Act of 1990

CROSS REF.: 223, Administrator Professional Development Opportunities
260, Temporary Administrative Arrangements
511, Equal Employment Opportunities

APPROVED:

NOTE: This job description was found in your district's current policy manual (221.01; 221.03 - no approval date). I revised and reorganized the job description for stylistic reasons. I included 221.03 - item 17 in policy 223 - Administrator Professional Development Opportunities and item 22 in policy 260 - Temporary Administrative Arrangements. I did not include items 18-20 regarding the duties of the curriculum committee. That information is included in policy 183 on Board Committees.

Does this job description still reflect the qualifications and job responsibilities of the middle/high school principal? Does it include the essential functions of the middle/high school principal's job? If not, the job description should be revised accordingly or deleted from the policy manual. It is important for job descriptions to include the essential job functions to provide for compliance with the Americans with Disabilities Act of 1990. (WASB - 12/04)