

# WILEY SCHOOL DISTRICT RE-13JT

## **Job Description for the position of:**

## **SECONDARY PRINCIPAL 6-12**

**Definition:** The performance of the duties of **Secondary Principal (6-12)** is ultimately responsible for the supervision of all secondary certified and classified staff within the school building. Through supervisory and administrative skills, promote the total educational growth of each student. Adopts and implements the general program of education approved by the Board of Education to ensure that the needs of the community are met. Oversees the planning, implementation, and evaluation of the instructional and operational programs.

**Reporting Hierarchy:** Reports directly to the superintendent, reports to the Board of Education.

**Goals:** To provide leadership in developing and monitoring the best possible educational programs and services designed to meet the needs of the community within the resources available.  
Take an active leadership role in planning, implementing, and evaluating instructional programs.  
Ensure that all certified staff maintain licensing, continuing educational credits, collaborative work and models ethical standards.

### **Performance Responsibilities:**

#### **1) Instructional – The principal shall:**

- a) Study the educational needs of the students served by the school and develop plans for meeting those needs.
- b) Initiate, design, implement programs to meet specific needs of the school.
- c) Supervise the instructional program within the school.
- d) Supervise the teaching process within the school.
- e) Implement and supervise the special education program within the school.
- f) Utilize all resources of the school system and the community in developing the most effective educational program.
- g) Budget school time to provide for the efficient conduct of school instruction.
- h) Supervise and evaluate the extracurricular program within the school. Maintain responsibility for the planning, organization and implementation of all school activities.
- i) Direct the co-curricular program within the school.
- j) Establish and maintain an effective learning climate.
- k) Assist in the development, implementation, evaluation and revision of the curriculum.
- l) Report to appropriate administrative officers regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
- m) Advise appropriate central office personnel of activities and problems within the school.

#### **2. Personnel – The principal:**

- a) Interpret and implement all Board policies and regulations relating to the proper administrative supervision of the school. Prepare a building faculty handbook.
- b) According to established procedures, recommend the removal of those teachers whose work performance is unsatisfactory.
- c) Supervise and evaluate all secondary certificated classified personnel assigned to the school.
- d) Assist in the recruiting, screening, hiring and assigning of certificated personnel.
- e) Assist in the in-service orientation and training of teachers with special emphasis on instructional issues designed to improve student achievement.
- f) Cooperate with college and university officials regarding teacher training and preparation and the assignment of practice teachers.
- g) Keep abreast of research and developments within the profession by attending professional meetings, reading professional journals and other publications and discussing areas of mutual interest with other professionals.
- h) Delegate authority to responsible personnel to assume administrative responsibility in the absence of the principal.
- i) Delegate and assign responsibility to the staff as appropriate for the proper operation of the school.

- j) Delegate and assign responsibility to the staff as appropriate for the proper operation of the school.
  - k) Conduct staff meetings as necessary for the proper operation of the school. Conduct meetings to keep staff informed of policy changes, new initiatives, and ways to improve student achievement.
- 3. Management of Students – The principal shall:**
- a) Assume responsibility for the observance of all Board regulations and policies by students within the school. Inform students of policies and regulations through the preparation and distribution of a student handbook.
  - b) Supervise the guidance program to enhance individual student education and development.
  - c) Supervise the maintenance of accurate records on the progress and attendance of students. Assure district records are kept in a place safe from fire, theft, and appropriate and unauthorized usage.
  - d) Develop methods of evaluating student progress toward stated educational objectives.
  - e) Maintain high standards of student conduct and enforce discipline respecting the due process rights of students. Establish guides for proper student conduct and the maintenance of student discipline. Assert leadership in times of civil disobedience in the school according to Board policy.
  - f) Assume responsibility for the attendance, health, safety, and general well-being of students and staff. Plan and supervise fire drills, tornado drills, and an emergency preparedness program.
  - g) Schedule and attend special events held to recognize student achievement.
  - h) Attend appropriate school-sponsored activities involving the administrator's students for the purpose of interest in the activity and to assume the responsibility for the orderly conduct of the activity.
  - i) Assume responsibility for the classification, promotion, retention and assignment of students.
- 4. School Business – The principal shall:**
- a) Coordinate or supervise such support services as maintenance, transportation, security, food services, recreational programs, and financial and accounting functions as they affect school operations.
  - b) Supervise the preparation of school reports for the district office. Prepare or supervise the preparation of all reports, records, lists and all other material required by the district administration.
  - c) Assist in the management and preparation of the district budget. Prepare and submit budgetary requests relative to the school and monitor expenditure of funds. Approve requests for purchases and service required by the staff.
  - d) Assume supervisory responsibility for the funds generated by various student activities.
  - e) Maintain a complete inventory of all equipment assigned to the school building.
  - f) Assume responsibility for the safety and operation of the school physical plant.
  - g) Coordinate student boy fundraising.
- 5. Community Relations – The principal shall:**
- a) Act as liaison between the school and community.
  - b) Interpret activities and policies of the school and the district to the community and encourage community participation.
  - c) Develop an informational program of public relations in order to further the community's understanding and support of the educational program.
  - d) Organize and regularly meet with building accountability committee providing leadership that encourages participation in decisions affecting the school.
  - e) Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for school objectives and programs.
  - f) Interpret Board policies and administrative directives to the community.
  - g) Accomplishes all other duties as assigned.

## **Equipment**

**Requirements:** Must be able to properly use and operate the following equipment:

- Computers, copiers, printers, scanners, adding machines, calculators, telephones, two-way radios, school vehicles, and other office and school equipment.

## **Physical**

**Requirements:** Must be able to perform the following actions (some repetitive) for extended periods of time, using proper techniques:

- Stand, stoop, sit, kneel, bend at the waist, squat, reach, lift up to 50 lbs., push, pull, drag, climb ladders up to 6' tall, grab, grasp, twist, work with arms above head, walk; use eyes to be able to see detailed work in large and small and well-lit and in dimly lit areas and drive vehicles; hearing to be able to take instruction

and listen for equipment failures/trouble, sirens, etc.; talking to be able to communicate effectively to parents and in emergency situations or problems to supervisor or to appropriate authorities.

**Professional Standards:**

It is imperative as representatives of the school district that all persons employed in this position display at all times acceptable, professional and ethical standards. The expectations are, but may not be limited to the following:

- Confidentiality
- Courtesy
- Cooperation and positive attitude
- Reliability and punctuality
- Timeliness of work
- Attention to detail
- Respectful towards others
- Pride in workmanship and school

**Educational**

**Requirements:**

The Principal shall have at least five years teaching experience and/or administrative experience. Master's Degree preferred, with emphasis in school administration. Appropriate Colorado administrative certificate or license. Demonstrated ability to implement effective public relations. Demonstrated effective leadership skills. Organizational skills to complete tasks responsibly. Effective written and oral communication skills.

**Terms of**

**Employment:**

This is a contract position. Payroll is accrued. Employees are paid on the 15<sup>th</sup> day of the month following the month they worked. (As an example: employees work the entire month of July and are paid for that work period on the 15<sup>th</sup> of August). Rate of salary is determined by the Board of Directors per School District Policy. Benefits are as per School District Policy.

**Evaluations:**

Performance evaluations can occur at any time and are not limited to an annual review. Please see Principal or Superintendent for Policies and for more information.

**Compensation:**

Permanent, full time \$60,000 to commensurate with experience