

### 303.5E2 Secondary Principal and Activities Director

QUALIFICATIONS Certificate, license, or other legal credential required

REPORTS TO Superintendent

SUPERVISES Staff members designated by the board of education  
Or the superintendent

JOB GOAL To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

#### PERFORMANCE RESPONSIBILITIES

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Assists in the management and preparation of the school budget.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
8. Keeps superintendent informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
9. Assumes responsibility for the implementation and observance of all board of education policies and regulations, as well as those of the master contract.
10. Maintains active relationships with students and parents.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
13. Schedules classes within established guidelines to meet student needs and state requirements.

14. Assists in the development, revision, and evaluation of the curriculum.
15. Supervises the guidance program to enhance individual student education and development.
16. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
17. Establish student and teacher handbooks.
18. Attends special events held to recognize student achievement, and attend school sponsored activities, functions, and athletic events.
19. Principal or his/her designee will attend special education staffings.
20. Principal will work with Keystone Area Education personnel.
21. Principal will attend Student Assistance Team and Teacher Assistance Team meetings.
22. Supervises the maintenance of accurate records on the progress and attendance of students.
23. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
24. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, and enrollment in advanced courses.
25. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
26. Supervises all professional, paraprofessional, and nonprofessional personnel attached to the school.
27. Assists the superintendent in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
28. Principal will follow employee evaluation procedures as established in the master contract and board policy.
29. Supervises the school's teaching process.
30. Approves the master teaching schedule and any special assignments.
31. Orients newly assigned staff members and assists in their development, as appropriate.
32. Evaluates and counsels all staff members regarding their individual and group performance.
33. Conducts meetings of the staff as necessary for the proper functioning of the school.
34. Assists in the inservice orientation and training of teachers.

35. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
36. Makes arrangements for special conferences between parents and teachers.
37. Assumes responsibility for the safety and administration of the school plant.
38. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
39. Plans and supervises fire drills and an emergency preparedness program.
40. Asserts leadership in times of civil disobedience in school in accordance with established board of education policy.
41. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
42. Supervises all activities and programs that are outgrowths of the school's curriculum.
43. Supervises and evaluates the school's extracurricular program.
44. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
45. Serves as an ex officio member of all committees and councils within his/her school.
46. Cooperates with college and university officials regarding teacher training and preparation.
47. Responds to written and oral requests for information.
48. Assumes responsibility for all official school correspondence and news releases.
49. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board of education policies and administrative directives; and to discuss and resolve individual student problems.
50. Serves as a member of such committees and attends such meetings as directed to by the superintendent.
51. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

TERMS OF EMPLOYMENT Salary and work year to be established by the board of education.

EVALUATION Performance of this job will be evaluated by the superintendent and/or the board of education.