

Principal – High School

Marshall Public School District Job Description

Position Title: Principal - High School

Department: Administration

Reports To: Superintendent

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and completes performance appraisal on staff
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Evaluates performance of teachers, program and staff. Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community.
- Supervises staff attendance and assignment of substitute teachers.

SUPERVISORY RESPONSIBILITIES: Manages two subordinate supervisors and supervises a total of over 70 employees in the High School. Responsible for the overall direction, coordination, and evaluation of Marshall High School. Also directly supervises non supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Master's Degree and five years experience in teaching and administration.

CERTIFICATES. LICENSES. REGISTRATIONS: Valid Teaching Certificate with H.S Endorsement or special course work related to High School.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Ten-month employee. Salary to be established by the Board of Education.

