

## HIGH SCHOOL PRINCIPAL

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**TITLE:** High School Principal

**REPORTS TO:** Director of High Schools

**SUPERVISES:** Personnel assigned to the building

**JOB FUNCTION:** Serves as educational leader, supervisor, appraiser, and interpreter of the educational program in the school assigned; is responsible for delegating responsibilities as needed to personnel and is responsible for the safety and welfare of those assigned to the school.

### DUTIES AND RESPONSIBILITIES:

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- Plans, administers, and supervises the educational program.
- Communicates openly and frequently with associate principals and all other staff members.
- After consultation with the SBDM Council, selects staff; assumes a leadership role with the Council in addressing all other areas within the realm of Council responsibilities.
- Supervises all certified and classified personnel assigned to the school; assumes the responsibility for completion of all staff evaluations within the building.
- Assumes responsibility for school correspondence, general correspondence, and notices for general distribution to the school community, etc.
- Participates in curriculum study and revision as defined by the SBDM Council
- Directs and assists in preparing all reports as required by the school district.
- Assumes responsibility for maintaining student/teacher performance data required to evaluate the success of the school with specific emphasis on student achievement.
- Supervises completion and filing of all student records
- Assumes the responsibility for administration of overall student discipline in the school

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### DUTIES AND RESPONSIBILITIES (CONT.):

- Enforces the observation of all applicable board policies, school policies, rules, and safety regulations
- Supervises student-teacher and internship program
- Promotes the care of the buildings and grounds and assigns staff accordingly.
- Serves as the link between school and home
- Participates in establishing and maintaining community relations, including the use of the school facility
- Directs and assists in the classification and promotion of pupils.
- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total school program
- Coordinates and supervises extracurricular, co-curricular programs/activities, and all other parent support groups to include athletic boosters.
- Assumes responsibility for administering all federal and state programs
- Assumes responsibility for the interpretation and execution of directives from the central administration staff, and acts as a consultant to Central Office staff
- Assumes responsibility for maintaining a complete inventory of all equipment and supplies in the building.
- Maintains regular attendance.
- Performs other duties as assigned.

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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### EDUCATION AND EXPERIENCE:

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- Master's Degree
- Kentucky Certification as Secondary School Principal
- Five (5) years of successful teaching experience at the middle and/or high school level (preferred)
- Three (3) years of successful administrative and/or supervisory experience at the secondary school level (preferred)
- Must exhibit a knowledge of Kentucky assessments and SBDM management and leadership ability (preferred)
- Must provide evidence of ability to motivate and work cooperatively with diverse populations; ability to budget and use time efficiently; prior experience of effective management of human, physical, and fiscal resources; ability to plan effectively.

### LICENSES AND OTHER REQUIREMENTS:

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- Valid Kentucky Certification as Principal
- Valid Teaching Certification (preferred)
- Exhibit knowledge of Kentucky assessments
- Possess leadership ability
- Experience working with students with varied learning style.
- Provide evident of ability to motivate and work cooperatively with diverse populations
- Ability to budget
- Use time efficiently
- Prior experience of effective management of human, physical and fiscal resources
- Ability to plan effectively

*Original Date: \_\_\_\_\_*

*Revision Date: 04/1995*

*Revision Date: 02/2001*

*Revision Date: 07/2012*

*Revision Date: 01/2016*