



# **CANFIELD LOCAL SCHOOLS**

## **Administrative Job Description**

### **High School Principal**

#### **QUALIFICATIONS:**

1. A Master's Degree or higher in secondary educational administration
2. A minimum of three years of experience as a teacher or administrator
3. Current Ohio certificate/license for School Administration

#### **JOB GOAL:**

To use leadership and administrative skills in promoting the maximum educational development of each high school student

#### **EVALUATED BY:**

Superintendent

#### **SUPERVISES:**

Assistant Principals, Athletic Director & High School Building Staff

#### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Adheres to the District Board/administrator operating principles
  - b. Promotes the District's mission and vision statements. The Principal will set this expectation for students and all building staff.
  - c. Will provide the support and reinforcement necessary for good staff morale within the respective building.
  - d. Make recommendations to the appropriate personnel based on needs identified by the respective program
  - e. Will regularly make the appropriate personnel aware of pertinent information related to the respective program
  - f. Will effectively interpret District positions and policies to subordinates to ensure their understanding and encourage their support
  - g. Ensure appropriate co-curricular activities
2. Staff Personnel
  - a. Assist in acquiring, supervising and developing the building's human resources so that the educational and other programs of the building might be most effectively implemented
  - b. Assess staffing needs; cooperate with the Superintendent in recruiting, interviewing, and making recommendations concerning employment
  - c. Assign staff within the building to particular teaching or support positions
  - d. Direct the evaluation of individuals assigned to the high school building
  - e. Administer provisions of negotiated employee contracts relative to certificated and classified staff in the building

- f. Serves as head of the building leadership team
- 3. Curriculum and Instruction
  - a. Maintain and improve the quality of the instructional program and school climate through being responsible for teacher implementation of the curriculum, through supervision of instruction, and through assisting in the development of the instructional program for the district
  - b. Provide leadership in the establishment and implementation of educational goals and objectives for the school and in evaluating the attainment of those goals and objectives.
  - c. Direct the planning of building-level staff development activities and inservice day programs
  - d. Participate in district curriculum revision and textbook selection efforts, as requested
  - e. Plan and effect an organizational framework to bring together the school's staff, students, facilities, and programs in an effective instructional program
  - f. Direct the building of the high school master scheduling process
  - g. Assist in coordinating, organizing, and publishing the Course Selection Handbook annually
- 4. Pupil Personnel
  - a. Establishes rules and sets the tone for student discipline in accordance with school board policy and current school law
  - b. Provide leadership and support for services that will foster the well-being of students and provide for their individual needs
  - c. Establish and direct behavior management systems which are consistent with the Board of Education Student Rights and Responsibilities Policies
  - d. Cooperate with other district-level administrators in supporting programs, such as guidance, special education, nursing services, and intervention that provide for the safety, emotional, and physical well-being and enhanced educational opportunities for students
  - e. Provide orientation for students new to the building
  - f. Compile, secure, and use student records in compliance with legal restraints and district policies
  - g. Direct and recommend changes in the building co-curricular program
  - h. Supervises extra and co-curricular activities in the school
- 5. School/Community Relations
  - a. Create, foster, and maintain effective two-way communication with the community
  - b. Organize and meet with parents and other advisory groups
  - c. Direct the release of information about the school through newsletter,s meetings, newspapers, parent groups, and other appropriate communication techniques
  - d. Present or supervise the presentation of reports to the Board of Education as directed by the Superintendent
  - e. Develop relationships with individuals and community groups that foster support for school goals, objectives ,and programs

6. Resource Management
  - a. Supervise the operation of the building, equipment and business procedures in ways that enhance the overall program
  - b. Coordinate the use of the building by school and non-school groups
  - c. Assist the Superintendent or his/her designee in providing appropriate maintenance and custodial services and recommend long-term and short-term permanent improvement projects
  - d. Oversee the preparation and implementation of the building budget
  - e. Prepare and submit federal, state, and local reports
7. Professional and Personal Development
  - a. Develop and maintain professional and personal skills and knowledge needed to provide effective leadership as a building principal
  - b. Participate in local, state, and national professional organizations
  - c. Visit programs in other schools and attend educational conferences
  - d. Read current professional literature
8. Other duties as assigned by the Superintendent or his/her designee

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT:      220 work days  
   20 paid vacation days  
   240 contract days per year beginning August 1

Salary:                      As established by the Board of Education

The Canfield Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.