

**GROVEPORT MADISON BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	High School Principal
<b>Reports to:</b>	Superintendent
<b>Employment Status:</b>	Regular/Full-time for 2021-2022 SY
<b>Salary:</b>	Pay Grade 7 – Range \$108,523 to \$135,531 with 100% STRS pick-up
<b>Description:</b>	Provides visionary educational leadership at the high school level to certificated and classified team members and facilitates an educational setting that promotes a positive learning experience for all high school students
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Provide supervision to maintain a clean, neat, and safe school environment
- Serve as instructional leader for the school(s), providing direction, motivation, and supervision to accomplish all curricular and extracurricular goals and objectives
- Oversee activity budgets, expenditures, and reporting. Make a complete accounting of all extracurricular funds for the schools and approve/monitor any fundraisers
- Analyze staffing needs and make recommendations to the Superintendent regarding staff assignments
- Provide leadership in locating and screening applicants, conducting interviews, and making recommendations to the Superintendent for the filling of staff vacancies
- Supervise substitute teachers and other temporary personnel
- Conduct a regular program of parent/community involvement, and maintain regular communication with parents and community members
- Coordinate the schedule of all other travelling personnel
- Prepare a monthly written report of school activities for the Board of Education
- Participate in the district administrative team
- Prepare an annual report and oversee annual planning and goal-setting for the schools
- Maintain inventories and distribute supplies, equipment, and materials as needed
- Assess the school facilities on a regular basis and request maintenance, repairs and improvements as needed
- Conduct fire and safety drills
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Supervise the operations of the buildings, grounds and other school property
- Establish and maintain a positive public relations program
- Direct, oversee, supervise and evaluate the instructional and guidance programs and the work schedule for all assigned personnel
- Establish guidelines for proper student conduct, attire and discipline
- Monitor and resolve problems with student attendance
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Conduct regular staff meetings
- Attend special events, functions and athletic events
- Oversee the maintenance of records and controls in the funds of the school activity account
- Supervise the maintenance of student records
- Supervise and evaluate classroom teachers, classified staff, Guidance Counselors, Assistant Principal and Athletic Director
- Organize, administer, and direct all student activities
- Responsible for the requisition of supplies, textbooks, equipment and other necessary material
- Prepare and submit the building budgetary request
- Monitor the expenditure of funds

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- Responsible for the registration, assignment, promotion and/or retention of all students
- Establish a procedure for the withdrawal of students from the school
- Review teacher lesson plans
- Direct and coordinate the classified staff assigned to the high school
- Oversee the recording and reporting of all building employee leaves
- Schedule educational assemblies for the student population
- Supervise development of curriculum, cooperatively with staff and Superintendent
- Utilize Ohio High School Standards as a guide for program development and evaluation
- Oversee staff assignments and assist in development of master schedule
- Counsel students regarding their academic, social and personal problems in cooperation with Guidance Counselors
- Respond to, and appropriately handle, complaints of parents
- Coordinate custodial service at the high school with the maintenance supervisor
- Cooperate with juvenile court authorities and other law and social enforcement agencies
- Appraise the performance of teachers through class visits and conferences for the purpose of improving instruction, and assisting teachers with any problems
- Inform teachers and other employees regarding the purposes and policies of the school
- Plan and schedule school events
- Prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent
- Assist in the selection, retention and promotion of certified and non-certified personnel assigned to the high school
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Ensure that after-school activities are chaperoned and that the building is closed after such activities have concluded
- Report serious accidents, burglaries and incidents of an unusual nature to the proper authorities as quickly as possible
- Plan experimentation and ongoing curriculum improvement for the high school
- Coordinate in-service education programs for the high school staff
- Introduce certified personnel to the school and community
- Coordinate work of special teachers who are assigned to the high school
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEPs, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students and parents
- Promote good public relations

### **Other Duties and Responsibilities:**

- Recommend subjects to be taught, books and other teaching materials
- Maintain control of all inventories, requisitions, distribution and accounting for supplies, textbooks and equipment
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

### **Qualifications:**

- Master's degree (M.A.) from an accredited college or university
- Appropriate State of Ohio certification/license
- BCII/FBI clearance
- Negative TB test results

- Five to ten years successful classroom teaching and building administration experience
- Excellent interpersonal communication skills, both oral and written
- Prior experience in curriculum development, K-12 programs preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Other Desirable Qualifications:**

- Knowledge of youth development and 9-12 curriculum
- Reliability
- Residency within Groveport Madison Local School District desirable but not required

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Teaching experience at the 7-12 level
- Knowledge of overall instructional technology
- Knowledge of word processing, database and spreadsheet software
- Familiarity with computer systems of management, EMIS, and personal computer systems
- Knowledge of school administration and high school curriculum
- Demonstrated record of successful school leadership
- Knowledge of school finance and law

**Equipment Operated:**

- Interactive white board
- Camcorder
- Digital camera
- Document camera
- Wireless slate
- Telephone
- Fax machine
- Copy machine
- Computer
- Printer
- Motor vehicle
- P.A. system
- Fire and tornado system
- Security equipment

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

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**Terms of Employment:**

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

**Apply at:**

<https://www.applitrack.com/duesc/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=14147>