

HIGHLINE Job Description

PUBLIC SCHOOLS

JOB TITLE: HIGH SCHOOL PRINCIPAL

GROUP: Building Administrators LEVEL: H.S. Principal (Comprehensive) FLSA STATUS: Exempt

WORKDAYS PER FISCAL YEAR: 246 HOLIDAYS: 14

SUMMARY: The position of High School Principal is to administer the school's total educational program in a manner that will assure, to the greatest extent possible, the attainment of the district's goals for education.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. As key administrator of the building:

1. Administer instructional programs, support and administrative services, and extra-curricular activities, including classroom teaching, office administration, special programs and services, maintenance, food service, volunteers and others.
2. Select, train, organize, motivate, monitor and evaluate staff.
3. Administer the individual school and the general welfare of all pupils, teachers, and other school personnel and maintain proper staff relations with school officials. Share in planning and in actively supporting all approved District-wide activities.
4. Direct, supervise and evaluate the instructional and guidance programs of the school or schools under his/her supervision.
5. Maintain and apply current knowledge of all district services available and keep staff and parents apprised of same; support and utilize effectively such special programs, participate in evaluation of these services or programs, and recommend others as needed.

JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL

6. Work with teachers toward mutually understanding, developing and carrying out a sound educational program based upon and consistent with the educational goals, policies and regulations of the district.
7. Set aside a regular time for teachers' meetings for discussion of methods of teaching, discipline and management, and for consideration of other plans for the improvement of the work of the school.

B. As instructional leader of the building:

1. Supervise operation and care of buildings, grounds and other school property assigned to his/her care.
2. Administer within the school the approved regulations pertaining to business procedures, being accountable for all school materials and funds under the principal's control.
3. Direct and evaluate the work of all assigned personnel.
4. Participate in the development of proposed board policies.
5. Participate in interpreting and executing board-adopted policies and approved regulations.
6. Responsible for the expenditure of student body funds and related revenue-providing activities.
7. Work cooperatively with other principals in coordinating the activities of the assigned school with that of other schools in the system.
8. Work with the Human Resources Department with regard to all personnel functions concerning building staff (i.e. personnel selections, transfers, resignations and retirements.)
9. Strive constantly to improve relationships between school and community through interpretation of school services to patrons.

C. As facilitator of the school/community interpersonal climate:

1. Responsible for accurate and complete student school records and return on scheduled dates all statistical and other administrative reports requested or approved by the superintendent or designee.
2. Take every precaution for the safety and welfare of the pupils.
3. Assist in interpreting and carrying out the policies of the Board of Directors regarding transportation of pupils.
4. Responsible for all co-curricular activities that take place in the name or under the auspices of the school.

D. General:

1. Evaluate all personnel under his/her supervision at least annually and assist subordinate supervisory personnel with the development of their specific objectives.
2. Develop objectives annually in compliance with board policy and administrative procedures.
3. Perform such other related duties and assume such other related responsibilities as may be assigned by the Area Administrator.

MINIMUM QUALIFICATIONS:

Education and Experience

Master's degree

JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL

REQUIRED LICENSES AND CERTIFICATIONS:

Washington State Principal Certification

Washington State Teaching Certificate or Educational Staff Associate Certificate

PREFERRED QUALIFICATIONS:

Successful administrative experience (principal, assistant principal, administrative intern, district-level administrator or equivalent)

Master's degree in Educational Administration

Three years of teaching/counseling experience

Experience with master scheduling, student discipline, and facilitation of professional development

Experience with supervising and evaluating staff

Multilingual in a target language representative of Highline Community

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid Washington State Driver's License

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

Complete online FEMA IS-100.C course within 90 days of hire

KNOWLEDGE AND SKILL IN:

Supervising, selecting, training, motivating, monitoring and evaluating certificated and classified staff

Providing leadership and guidance to staff and to educational programs

Conflict management and problem resolution

Budget planning, monitoring and administration

Planning, organizing, prioritizing, scheduling and evaluating programs

Current educational research and application

Effective decision-making

Student behavior management and discipline

Assessing educational/instructional/curricular effectiveness and recommending improvements

Team building

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing

Operate a microcomputer and related software

Administer a school facility

Establish and maintain effective and influential working relationships with students, parents, staff, outside agencies and the general public in a multi-ethnic and multi-cultural environment

Set and meet goals and objectives

Remain flexible to changes in assignments or situations

Organize activities, set priorities, and follow instructions

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Instructional Leadership Executive Director

EVALUATION: The High School Principal will be evaluated periodically by the Instructional Leadership Executive

JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL

Director (ILED) pursuant to the currently established district procedures and evaluative criteria for certificated administrators. Such evaluations shall include an evaluation of the performance of duties and responsibilities set forth above together with such specific objectives as may be developed from time to time by the ILED and the High School Principal.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The employee must deal with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.02.28

Updated minimum qualifications and preferred qualifications, 2023.12.13

Revised Education and Experience and Preferred Qualifications sections, 2022.02.14

Updated to remove hyperlink to FEMA training per direction of Exec. Dir. H.R., 2022.01.11

Revised Conditions of Employment section, 2021.12.07

Updated minimum qualifications and preferred qualifications, 2021-06-18

Revised to update Superintendent's statement, 2018.03.09 Transferred to newest format by Human Resources, 2013.03.25

Revised by Human Resources, 03/11

Reformatted by Human Resources, 7/98 Revised by E.A. Walsh and Company, 8/87

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166

JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL