

## Principal - MHS

### Job Description

**Reports to:** Superintendent  
Assistant Superintendent

**Location:** Munster High School

**Evaluated by:** Superintendent

**Evaluation Period:** Annual

### **Education and/or Experience Qualifications:**

Master's degree in educational administration with a minimum of five years teaching experience. Experience in school administration is preferred.

### **Purpose of Position:**

Directs and manages the instructional program and supervises operations and personnel at the building level. Provides leadership to ensure high standards of instructional service. Oversees compliance with district policies, success of instructional programs, and operation of all school activities.

### **Responsibilities and Duties:**

#### **Instructional Management**

- Monitors instructional and managerial processes to ensure that program activities are related to program outcomes and uses findings to take corrective actions.
- Maintains an environment which allows for optimum learning.
- Coordinates curriculum development.
- Oversees the development of the master schedule.

#### **School or Organization Climate**

- Provides instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Fosters collegiality and team building among staff members. Encourages their active involvement in the decision-making process.
- Provides for two-way communication with superintendent, staff, students, parents, and the community.
- Communicates and promotes expectations for high-level performance to staff and students.
- Recognizes excellence and achievement.
- Ensures effective and quick resolution of conflicts.

#### **School or Organization Improvement**

- Builds common vision for school improvement with staff. Directs planning activities and puts programs in place that are aligned with the school's mission.
- Identifies, analyzes, and applies research findings to promote school improvement.
- Develops, maintains, and uses information systems and records necessary to show progress with performance objectives addressing Indiana Academic Standards.

#### **Personnel Management**

- Interviews, selects, and orients new staff.
- Defines expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observes employee performance, records observations, and conducts evaluation conferences with staff.
- Makes recommendations to the superintendent on termination, suspension, or nonrenewal of employees assigned to campus.
- Works with decision-making committees to plan professional development activities.
- Supervises and evaluates the performance of staff including: teachers, instructional aides, support staff, and custodians.

## **Resource Management**

- Prepares the school budget and monitors expenditures of funds.
- Oversees the school safety plan including all required emergency drills.
- Coordinates and supervises the safety and administration of facility operations, custodial operations, maintenance, community use of the school grounds, and food services.
- Conducts walk-throughs of the school building and property to monitor safety and security on a regular basis.
- Supervises and evaluates custodial services, including a review of building maintenance needs which can be requested through the established work order system.
- Complies with district policies and state and federal laws and regulations affecting the schools.
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required including accurate and timely reports.
- Manages use of school facilities. Supervises maintenance of facilities to ensure a clean, orderly, and safe campus.

## **Student Management**

- Works with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
- Conducts conferences about student and school issues with parents, students, and teachers.
- Oversees a comprehensive extra-curricular program for students.

## **Professional Growth and Development**

- Develops professional skills appropriate to job assignment.
- Demonstrates professional, ethical, and responsible behavior.
- Serves as a role model for all campus staff and the school community.

## **School or Community Relations**

- Articulates the school's mission to the community and solicits support in realizing the mission.
- Demonstrates awareness of school and community needs and initiates activities to meet those needs.
- Uses appropriate and effective techniques to encourage community and parent involvement.

## **Other Skills and Abilities**

- Ability to demonstrate character, personality, and proper social capability to relate effectively with students, staff, and a wide variety of community members.
- Must be an advocate for children.
- Any other duties as assigned by the Superintendent.

## **Terms of Employment:**

12 month contract

Salary will be commensurate with experience and qualifications

Benefits determined by the School Town of Munster Administrative Fringe Benefit Package

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.