



High School Principal

General Responsibilities: Provides instructional leadership for the school in the development, implementation, and evaluation of comprehensive secondary educational programs. Administers the programs in accordance with division goals, school board policies, and state and federal guidelines.

REPORTS TO: Superintendent

Curriculum and Instruction

- Provides vision and leadership for instructional program, including implementation, monitoring, and evaluation
- Ensures implementation of division-wide curricula
- Leads, monitors, and evaluates the school improvement process
- Promotes the use of technology integration in instructional practices
- Understands diverse populations of students and leads staff to meet the needs of all
- Guides interpretation of student performance data and implementation of interventions to improve student achievement

Supervision & Professional Development

- Selects and evaluates all school staff
- Provides feedback to teachers, specialists, and other school staff
- Promotes collaboration and effective professional learning communities
- Provides professional development on evidence-based instructional strategies, including differentiated instruction

Stakeholder Communication and Involvement

- Engages all stakeholders in the teaching and learning process
- Communicates clearly and frequently with all school stakeholders

School Climate

- Maintains a safe, positive, and inclusive learning environment
- Ensures implementation of positive behavior interventions and support
- Ensures implementation of social emotional learning curriculum
- Promotes a safe, respectful, and professional work environment for staff

Budget and Resource Management

- Develops, administers and monitors the school budget according to division finance procedures and guidelines
- Ensures implementation of division-wide resources
- Coordinates with central office departments to ensure efficient use of resources

Facility Management

- Ensures maintenance, cleanliness, and safety of school building and campus
- Oversees facility usage requests

Other duties as assigned

QUALIFICATIONS

- Master's Degree in Educational Leadership or related field
- Must hold or be eligible for a Virginia Postgraduate Professional License with the Administration and Supervision endorsement

EXPERIENCE

- Three years of administrative experience required
- Five years of successful teaching experience; secondary preferred

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