

# High School Principal Job Description

## **Purpose Statement**

The job of High School Principal is done for the purpose(s) of leading and supporting the instructional process with specific responsibility for directing overall site operations, services, and staff at a high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students; and serving as a member of the leadership team.

This job reports to the Superintendent of Schools.

## **Essential Functions**

- Assists in the recruiting, screening, training, hiring, dismissal, termination, recommendation for continued employment, and assigning of school staff for the purpose of ensuring an efficient and effective learning environment.
- Chairs meetings (e.g. curriculum, safety, site advisory, special District committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, District and/or state objectives.
- Attends culminating activities as defined by the Wyoming High School Activities Association for the purpose of supervising and providing assistance.
- Coordinates the full range of extra-curricular activities for the purpose of ensuring greater opportunities for students.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget staffing, accounting processes, etc.) for the purpose of maintaining a safe and efficient school operations within district guidelines.
- Prepares and maintains a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, student achievement data, recognitions, school report cards, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Research alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervise instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations, and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; age appropriate activities/behaviors; community resources; curriculum and instructional methods; and practices of personnel administration.

**ABILITY** is required to schedule a number activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; setting priorities; working as part of a team working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

### Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments, utilization of significant resources from other work units is routinely required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

### Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed in a generally clean and healthy environment with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Certificates and Licenses:** Administrators Credential, WY State Department of Education Certificate

**Required Testing:**

**Continuing Education/Training:** Required annual trainings, maintains certificates and/or licenses

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt