

# 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 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 the 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