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**PRINCIPAL: HIGH SCHOOL**

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**Position and Description:**

High School Principal with duties of staff, student and program supervision on the high school campus, to assist co-administrators at other schools as requested by that principal or by the Superintendent, to assist in development of district and operational policies.

**Primary Functions:**

The principal shall be the instructional leader of the school and shall supervise, evaluate and direct activities of the school program, staff and students within the framework of district goals, objectives, policies and regulations.

**Duties:****A. Establishes Standards of Expected Performance**

1. Assists the staff and each department in establishing expected levels of pupil progress consistent with district approved policies.
2. Assists each department and members of the staff to meet standards of personnel performance in implementing approved instructional programs.
3. Assists the guidance service in interpreting department and staff standards for pupil progress and evaluative criteria.
4. Secures appropriate information concerning the goals, objectives and course content of the seventh and eighth grade programs.
5. Regularly observes and evaluates certificated and classified staff.

**B. Demonstrates Competency in Meeting Expected Standards**

6. Directs the operation of the school.
7. Identifies inservice and academic needs of the staff and recommends appropriate action.
8. Secures at appropriate intervals adequate and objective evaluations of the progress of all pupils in meeting the learning goals of the instructional program and monitors pupil progress toward graduation requirements.
9. Secures adequate and objective evaluations of auxiliary and support programs.
10. Provides learning to insure that students are meeting pupil progress standards, enrolled in appropriate courses relative to graduation requirements and collegiate and/or occupational goals.

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C. Performance of Other Duties

11. Keeps official records of the school operation and is timely in referring necessary information to the district office.
12. Plans and recommends to the district, programs, policies and goals for improving the school.
13. Submits a budget request reflecting the principal and the staffs estimate of the school's needs.
14. Expends a school budget within the limits set and in a manner that addresses programmatic and site needs.
15. Supervises the development of the budget for athletics and the general student body and monitors all student body accounts.
16. Performs other duties as assigned.

D. Maintains a Suitable Educational Environment

17. Establishes a communication system within the school assuring a flow of information between pupils, staff and parents.
18. Observes the school's instructional program and support services by regular visits to the classroom, grounds and school activities on or off the campus.
19. Establishes standards of pupil conduct within the framework of the discipline policy and requires consistent pupil conduct relative to those standards.

**Immediate Supervisor:** Superintendent

**Assignment:** 215 days

**Salary:** Certificated Administrative Salary Schedule: Range 103