

SCHOOL DISTRICT OF ALTOONA

TITLE: High School Principal

JOB ANALYSIS: Being consistent with the District's mission and vision and using input from staff, the high school principal will know how to lead in a culture of change. He or she will act with the intention of making a sustainable positive difference in the high school, while also working with other District leaders to assure the whole school system is moving forward. The principal will create a clear vision that focuses on student learning and raising the achievement bar for all students in the high school. He or she will routinely evaluate the accomplishment of this vision by using specific, measurable objectives, data, and goals. The high school principal will also help foster a culture of trust, empathy, safety, and fun.

The principal will establish leadership at many levels, selecting those who are moving in the sustained direction of the high school's vision. He or she will demonstrate a strong understanding of current best practices in curriculum and instruction. The high school principal will establish and maintain a learning environment that is innovative and engaging to both staff and to a student community with diverse academic, emotional and socioeconomic needs.

DUTIES AND RESPONSIBILITIES

As assessed by the District Administrator, the outcomes of the High School Principal's job performance will be as follows:

Leadership – *creates an inspiring vision for where he or she would like the high school to be in the future, manages delivery of that vision through coaching and empowering staff to maximize their skills while holding them accountable for their performance*

- Will have effectively communicated, implemented and maintained District policies and procedures.
- Will have assumed responsibility for his or her own professional growth and development through:
 - engagement in professional learning communities and organizations
 - continuous investigation of the latest local, state, and national education-related mandates, news and other pertinent information
 - participation in regional, state, or national professional association meetings or conferences
 - participation in relevant advanced courses

High School Principal – Page 2

- Will have put the best teaching staff in front of the students; therefore he or she will have screened, selected, trained, transferred and/or dismissed personnel in a manner consistent with District policy that maintains high-performing staff.
- Will have effectively communicated clear performance expectations to teaching staff; will have performed staff evaluations to ensure expectations were being met or exceeded in conjunction with student learning, engagement and achievement.
- Will have participated in administrative team meetings, board meetings and such other meetings as required or as deemed appropriate.
- Will have efficiently supervised the utilization, maintenance, operation, safety and security of the school building and grounds.
- Will have coordinated District support services, such as health, guidance, food, transportation, technology and maintenance as it relates to their staff and building.
- Will have supervised the maintenance of accurate records on the progress and attendance of students. He or she will have transmitted site level records and reports to the District in a time-efficient manner.
- Will have effectively accomplished other duties assigned by the District Administrator.

Communication – *is clear, consistent, positive; motivates and inspires staff to ultimately engage in the vision of the school*

- Will have been firm yet empathetic; modeled good human relations skills and demonstrated positive interactions with all facets of the District and community.
- Will have effectively communicated with and responded to parents and engaged them in various aspects of the school.
- Will have created and maintained positive, active relationships with the students, staff and the community. This includes being present at school-sponsored activities, athletic events, concerts, etc.
- Will have effectively communicated applicable District information (new policies, goals, objectives and priorities) to the building staff, students, and community.

- Will have consistently provided timely and effective communications regarding incidents and/or situations, which might impact the high school, district, or community to appropriate district office/school personnel.

Curriculum and educational programming – *current, rigorous, engaging, globally aware, deep knowledge of core subjects, with an emphasis on critical thinking and problem-solving*

- As an instructional leader, he or she will have effectively coordinated, implemented and evaluated the educational programs of the High School.
- Will have competently coordinated and evaluated research and testing to measure the effectiveness of educational programs.
- Will have appropriately developed and efficiently administered budgetary procedures for expenditure of site level funds.
- Will have satisfactorily supervised procedures for identifying and referring students with special educational needs (including those with IEP's and 504's, accelerated learners and G/T students).
- In accordance with district policy, will have effectively implemented and supervised behavior improvement and discipline procedures regarding students.
- Will have provided supervision over High School level extra-curricular activities, student organizations, and its supervisors.

PERFORMANCE EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT: 215 days; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Master's Degree
2. Valid State of Wisconsin certification
3. A minimum of five years teaching experience, preferred.

Adopted: 3/7/2016