

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/13 Effective Date	<u>PRINCIPAL, HIGH SCHOOL</u> Job Title	3.4.1A Index
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1. Primary Function: Directs and administers all school operations and activities of a high school including instructional programs, support services, facility and ground operations, maintenance, student activities, and community relations activities.

2. Responsibilities:
 - 2.01 Plans, develops, and supervises the instructional programs of the school within the policies, guidelines, rules, and regulations of the School Board, Superintendents, State Board of Education, and state and federal regulations, including curriculum and teaching materials and methods.
 - 2.02 Maintains an emotionally healthy and physically safe environment conducive to the total educational development of the students. Maintains effective student discipline. Provides plans for emergency situations.
 - 2.03 Makes staff assignments; selects, recommends hiring and termination, renewal or nonrenewal of contracts for licensed staff, and recommends salary and employment status for classified staff.
 - 2.04 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school programs, activities, goals, objectives, and school and community needs and desires. Represents the school at a variety of community functions.
 - 2.05 Directs and supervises all school support services such as custodial services and physical plant operations; and facility and ground repair, maintenance, and alterations.
 - 2.06 Administers and provides supervision for all student activities including extracurricular activities such as student government, evening drama and music group performances, athletic performances, etc.
 - 2.07 Prepares and recommends capital and operating budgets for the school, establishes and maintains fiscal records, and controls expenditures within approved budgets.
 - 2.08 Establishes and maintains student personnel and staff evaluation records, and counsels and advises students, staff, and parents on personnel related matters.
 - 2.09 Coordinates evaluation of all building staff and of building staff development activities. Assures professional development of staff.
 - 2.10 Maintains effective communication with the District through planning and informational meetings.
 - 2.11 Performs other related duties as assigned.

3. Major Planning Requirements:
 - 3.01 Develops plans to ensure that instructional programs result in educational progress in all curriculum areas at all grade levels consistent with established guidelines, goals, and objectives.
 - 3.02 Develops plans to meet special needs of students and the community, and to utilize special resources available from within the District school system and the community.

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4. Key Relationships:

- 4.01 Director of High School Education: Reports to this position.
- 4.02 School administrative staff, licensed staff, and classified staff: Supervises these positions.
- 4.03 Director of Curriculum, Instruction and Assessment: Calls on director for assistance in selection of instructional materials and in selection, assessment, and evaluation of staff.
- 4.04 Director, Student Services: Calls on director and staff for services in the development of programs to meet special student needs.
- 4.05 Assistant Superintendent, Human Resources: Calls on Assistant Superintendent for personnel services and works with director on individual personnel problems.
- 4.06 District Administrators: Keeps them informed on progress of educational and student programs.
- 4.07 Parents and Community Groups and Organizations: Keeps them informed on the school goals, objectives, programs, and activities. Calls on them for advice and counsel on community needs, and calls on them for volunteer services and special community resources.
- 4.08 District School Board: Meets with them when requested.
- 4.09 Director, Fiscal Services and Manager, Risk Management: Calls on director and staff for needed services.

5. Minimum Qualifications:

- 5.01 Master's degree.
- 5.02 Two years of administrative experience.
- 5.03 License: Valid, current Oregon Administrative License

6. Term of Employment: 12 months.

7. Salary Level: Grade 10.

8. Working Conditions:

The position generally works in a climate controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings, and activities, that may occur in the evening or on weekends.

High level of contact with district personnel, students, parents, and outside agencies/community.

9. Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

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(Physical Requirements continued) Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Principal, High School

I am willing and able to perform the duties of this job:

Signature: _____ Date: _____

Print Name : _____