

WELLSBORO AREA SCHOOL DISTRICT

TITLE: Principal – High School

APPROVAL DATE: Revised/approved November 11, 2014; to be discussed at Work Session of 2/5/2019;

REPORTS TO: Superintendent

JOB SUMMARY: Provide leadership in the areas of instruction, professional development for teachers and staff, planning daily operations, and ensuring a safe environment conducive to teaching and learning. Execute the mission and vision of the district's comprehensive plan.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Supervise and evaluate faculty and staff including orientating, assigning, and scheduling staff members.
2. Assist with the interview for all prospective employees.
3. Establish building goals and initiatives.
4. Know and consistently adheres to state legal code, district policies and administrative regulations.
5. Serves as a liaison between the school, staff, students, and community.
6. Jointly develop and establish building level handbooks for students and staff.
7. Establish, maintain, and enforce a well-disciplined and effective learning environment in the school, which maintains high standards of conduct for students and affords due process in students' rights.
8. Manage the building operations and provide financially responsible oversight.
9. Assume responsibility for the implementation of policies and procedures and recommend changes as needed including issues pertaining to student discipline.
10. Organize, evaluate, and attend special events as schedules permit held to recognize student achievement and other school-sponsored activities, functions, and athletic events.
11. Establish and maintain an effective learning climate in the school and supervise the school's educational program, including the planning, organization, and implementation of all school activities, programs and schedules.
12. Supervise activities of, and delegate responsibilities to, appropriate staff.
13. Serve as a member of Committees and attend appropriate meetings as assigned.

14. Promote the participation of parents, students, and community in the operation and activities of the school.
15. Prepare the building's budget; monitor requested materials, supplies, and equipment; maintain and control the various local funds generated by school activities.
16. Serve as the District Career and Technical Education Administrator; responsible for writing, coordinating, budgeting, and implementing the Perkins Grant.
17. Serve as the School Assessment Coordinator.
18. Implement negotiated contracts; which have been agreed upon by the Board of Education and the employee unit.
19. Administer the safety and security procedures for the building, equipment, grounds, transportation, students, and personnel.
20. Organize the school master schedule.
21. Make recommendations for staff and building needs.
22. Oversee student discipline, academic achievement, and appropriate building atmosphere to ensure a safe environment conducive to learning.
23. Support teacher/student activities through planning, management, and development of student and faculty handbooks.
24. Oversee co-curricular and extracurricular programs.
25. Oversee graduation requirements.
26. Assume responsibility for administering and accounting for designated expenditures, including building activity funds.
27. Maintain required records and reports accurately.
28. Responsible for management of office and supervision of clerical staff.
29. Perform other duties as assigned by the Superintendent.
30. Maintain membership in the NTL, attend meetings as scheduled and participate in leadership as dictated by the constitution and bylaws.

QUALIFICATIONS: Five (5) years experience in public education necessary, including secondary/elementary school instruction
Assistant principal or supervisory experience is helpful
Master's degree required
Proper Pennsylvania administrative certification necessary
Submission of pre-employment medical examination (Section 1418 of the Pennsylvania School Code)

Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, bending and twisting of the body
Ability to lift and/or carry supplies and/or papers weighing 50 lbs.
Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under a high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
(Approximate employees - 75 directly/20 indirectly)
Must possess computer skills
Ability to operate various office equipment
Must appropriately handle confidential information
Ability to work non-traditional hours

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)