

West Salem School District  
Job Description

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Position Title:	High School Principal	
Qualifications:	Masters Degree in Educational Leadership, preferred 3 years experience as an administrator, and Wisconsin Certification in the Principalship	
Department:	West Salem School District Office	
Reports To:	Superintendent	
Approved By:	Board of Education	Date: September 22, 2008

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- I. Summary: The high school principal shall be the chief executive and educational leader of the high school. He or she needs to have a strong academic focused vision for student achievement. He/she shall be responsible for administering and supervising all phases of the operation of the high school. Activities and problems relating to teachers, students, educational programs, supplies and equipment, etc., which affect the high school shall be the principal's responsibility. He/she shall give assistance to teachers and all other personnel in matters relating to any phase of professional or school work. Additionally, he/she shall serve on the district leadership team and work with the committees of the board. The high school principal shall be focused on the improvement of instruction, meeting the social, emotional and academic needs of each student, working as a partner with parents and a representative of the district to the community.
- II. Essential Duties and Responsibilities:
- A. Foster a safe and supportive teaching and learning culture with high expectations for all students.
  - B. Supervise the guidance program of the high school in order to enhance individual student education and development.
  - C. Establish guidelines for proper student conduct and maintain student discipline so that students appreciate diversity and treat others with respect.
  - D. Ensure that technology is integrated throughout the curriculum.
  - E. Develop a schedule for the school year by leading the development of courses, assigning teachers in consultation with department heads and the guidance counselor and in accordance with the current employee contract.
  - F. Assign personnel in accordance with employee contract requirements.
  - G. Initiate, design and implement programs to meet specific needs of the students focusing on inclusive support to students in the regular classroom and differentiation of instruction.
  - H. Foster the development of the use of assessment analysis as a tool to drive instruction.
  - I. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for school objectives and programs.
  - J. Interpret Board policies and administrative directives and recommend enhancements and/or changes to the superintendent as appropriate.
  - K. Discuss and resolve individual student problems in the absence of the assistant principal.
  - L. Orient and mentor new staff members and assist in his or her development.
  - M. Evaluate and counsel all staff members regarding his or her individual and group performance.
  - N. Conduct staff meetings to keep the staff informed of policy changes, new programs and educational trends.
  - O. Assume responsibility of maintaining current job descriptions for all personnel under his/her-supervision.
  - P. Assist the Food Services, Library Media and Maintenance Supervisors with coordination and supervision of support services personnel in his or her respective areas.

- Q. Supervise the athletic director in the administration of the interscholastic and athletic programs. Approve coaching recommendations of the athletic director and co-curricular advisors and make recommendations to the Board of Education.
- R. Prepare and or supervise the preparation of reports, records and all other paper work required or appropriate to the school's administration.
- S. Work collaboratively with others and participate in administrative meetings and other meetings as required.
- T. Prepare, submit and monitor the high school's budget.
- U. Oversee the student activities fund expenditures, revenues, and record keeping.
- V. Show support by attending, special events held to recognize achievement, school-sponsored activities and athletic events.
- W. Cooperate with college and university officials regarding teacher training and preparation.
- X. Keep the superintendent informed of school activities.
- Y. Keep current regarding educational improvement by attending meetings, visiting schools and discussing problems of mutual interest with other educators.
- Z. Suspend and or recommend a student for expulsion whenever in his/her best judgment when the best interests of the district require such action. Such suspension shall be in accordance with state statute and board policies and communicated in writing to the superintendent.
- AA. Work cooperatively with the assistant principal and supervise his or her activities.
- BB. Perform all such other duties as assigned by the superintendent.
- CC. Be knowledgeable of and follow all district policies

III. Supervisory Responsibilities:

Supervise all staff assigned to work in the building through regular observations and written evaluations and work cooperatively with supervisors of staff under his or her supervision.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Master's Degree in Educational Leadership with three years as an administrator preferred.

B. Certificates, Licenses, Registrations:

Hold a current Wisconsin DPI 51 license. Maintain updated First Aid, CPR and AED certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take meeting notes, writes drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

- F. Technology Skills:
1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
  2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
- G. Physical Demands:
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- H. Work Environment:
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.