

**POSITION DESCRIPTION
HIGH SCHOOL PRINCIPAL**

ORGANIZATIONAL RELATIONSHIPS

Leads the instructional and co-curricular program of the high school. Leads, supervises, and evaluates (or his/her designee) all personnel assigned to the high school. Reports and accounts to the Director of Teaching and Learning.

PRIMARY FUNCTION

Leads the Waupaca High School. Leads the instructional and co-curricular program to attain maximum student achievement levels. Establishes a clear vision that is aligned with District goals and works to achieve same.

PERFORMANCE RESPONSIBILITIES

1. Provides effective instructional, curricular, and co-curricular leadership.
2. Organizes and supervises registration; student and parent/guardian orientation; student and staff scheduling; curricular and co-curricular programming; attendance; grade reports; surveys; counseling reports; testing reports; and District, state and national reports.
3. Develops a short and long term school improvement plan that is driven by student achievement data and District goals and objectives, and supports a vision for teaching and learning with students, staff, and parents.
4. Assumes responsibility for student supervision and discipline.
5. Supervises the student health program, including the reporting of accidents.
6. Leads the high school counseling, social work, health office, and Special Education services in concert with the Director of Student Services.
7. Collaborates with the Directors of Teaching and Learning and Technology in the development, implementation, and evaluation of technology in school programs.
8. Counsels students and communicates with their parents/guardians and community agencies regarding student behavior and climate, compulsory attendance, special assignments, report cards, failure notices, and staffing.
9. Responsible for efficient and effective management of the following, but not limited to, student interest groups, fund raising, lockers, student orientation, student and staff handbooks, field trips, activity clubs, athletics, student performance groups and yearbook.
10. Assists the Transportation Director in managing student discipline on school vehicles/buses.
11. Is the designee for Modifications of High School Program under Wisconsin statute.

12. Responsible for maintaining accurate and complete school, staff, and student records.
13. Develops, implements, and maintains positive school-community relations.
14. Collaborates with faculty, Middle School Principals, and Cabinet members with development, implementation, and evaluation of high school curricula.
15. Coordinates and promotes parent/teacher conferences.
16. Participates as a member of the District Leadership Team.
17. Collaborate with the Middle School Principal and Cabinet members in scheduling and staffing of personnel.
18. Implements Board policies with fidelity.
19. Employs a shared decision-making process involving students, staff, parents, and citizens when appropriate.
20. Conducts drills (fire, evacuation, and tornado), coordinates disaster plans with local emergency agencies, and establishes building plan for emergency situations.
21. Inspects the building regularly and reports the need for maintenance, safety, and security to the Buildings and Grounds Director.
22. Responsible for the accurate collection, depositing, and reporting of school funds.
23. Stays current with educational and administrative research, innovations, and trends and provides pertinent information to Cabinet, Superintendent, Board, and other District personnel, as needed.
24. Develops and implements orientation of new employees, and ensures that new staff members are knowledgeable of and effectively performs assigned duties and responsibilities.
25. Responsible for the management of student transcript data and diplomas.
26. Coordinates accurate transition of student credit data with Middle School Principal.
27. Responsible for the planning, implementation, and evaluation of annual commencement ceremony.
28. Collaborates with the Superintendent and Director of Teaching and Learning in the recruitment, employment, assignment, evaluation, promotion, and dismissal of building staff.
29. Coordinates the implementation of interns, student teachers, and practicum students assigned to the building.

30. Ensures the effective supervision and evaluation of high school employees per District policy and state programs.
31. Schedules and leads regular staff meetings.
32. Provides mediation between and among staff, students, and parents, as needed.
33. Collaborates with Cabinet members in the development and implementation of staff professional development.
34. Maintains personal professional development and informs Director of Teaching and Learning of same.
35. Attends high school programs and functions on a regular basis, and attends Board meetings as needed and requested.
36. Communicates effectively school and District goals and objectives, school improvement plan, school procedures, Board policies to students, staff, and community.
37. Develops and maintains student, staff, and parent advisory groups/councils and building committees, as needed.
38. Participates in community events, and maintains membership in community service clubs with approval of Director of Teaching and Learning.
39. Collaborates as necessary in the scheduling and usage of the high school facilities for school and non-school groups.
40. Collaborates with the Waupaca County Emergency Management and the Administration to provide a safe environment for students, staff, parents, and visitors.
41. Collaborates with the Summer School Principal for the efficient and effective implementation of Summer School.
42. Performs other duties as assigned by the Director of Teaching and Learning and/or Superintendent.

This description is designed to assist in evaluating various classes of responsibilities, skills, and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

1. Education/Certification

- A. Possesses a Master's Degree (or higher) from an accredited college or university.
- B. Graduate work should include school administration, supervision, school business administration, curriculum and instruction, educational measurement, personnel administration, and school law.
- C. Certification as required by the state of Wisconsin for Secondary School Principals.

2. **Experience**

- A. At least five years of demonstrated, successful experience as a teacher at the secondary level.
- B. At least five years of demonstrated, successful leadership in secondary school administration.

3. **Skills, Knowledge and Abilities**

- A. Demonstrated and successful skills in curricular and instructional leadership; communication; establishing and maintaining relationships based on mutual confidence, trust, and respect; supervision and leading of staff; and personal and group decision-making.
- B. Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm, resourcefulness, and dedication to duty.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- 1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- 2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT: As set forth in the contract and Administrative Employee Handbook.

CREATED: 2.21.2017

The Waupaca School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.