

Farragut School District

Job Title: SECONDARY PRINCIPAL

Reports to: Superintendent

FLSA Status: Exempt Non-Exempt

Status: Full Time Part Time
 Hourly Salary

Date Revised: 10-9-06

Basic Function: The secondary principal is responsible to carry out duties as assigned by the superintendent of schools. Such duties include using leadership and communication skills in working with administration, teachers, counselors, area agency personnel, professional associates, and classified personnel to develop a climate that promotes quality educational practices and services.

Essential Functions:

1. Structure and make use of regular and systematic classroom observations to increase teacher effectiveness demanding high quality of performance from all staff members.
2. Provide leadership and supervision of certified staff and encourage creative and innovative instruction.
3. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
4. Make recommendations concerning the school's administration and instruction.
5. Responsible for keeping the Superintendent's office informed of all pertinent information regarding all phases of the school operation.
6. Report to the superintendent regarding the needs of the school with respect to personnel, curriculum, budgeting needs and the physical plant.
7. Assist in the recruiting, screening, hiring, training, assigning, in-service orientation, evaluating, and dismissing of the school's professional staff and classified staff as outlined by the Board Policy and negotiated agreement.
8. Assist in the development, revision, and evaluation of the curriculum and interpret school goals and objectives to students, teachers, and parents.
9. Assist in the general supervision and maintenance of the physical plant and grounds.
10. Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
11. Make arrangements for special conferences between parents and teachers.
12. Prepare and submit the school's budgetary requests, and monitor expenditures and funds.
13. Conduct meetings of the staff as necessary for proper functioning of the school.
14. Participate in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
15. Supervise the maintenance of accurate records on the progress and attendance of students.
16. Maintain high standards of student conduct and enforce discipline as necessary, affording due process for the rights of students.
17. Assist the Activities' Director with the supervision and evaluation of the school's extracurricular programs.
18. Supervise the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration.

19. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
20. Keep public informed through good public relation techniques.
21. Help coordinate building use by school personnel or outside groups.
22. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
23. Develop professional support and a good working relationship with all staff members.
24. Participate in administrative groups at the AEA and state levels.
25. Participate in Management Team meetings and activities.
26. Maintain confidentiality in the school operation.
27. Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.
28. Supervise the school's teaching process.
29. Approve the master teaching schedule and any special assignments.

Specifications/Qualifications:

- Iowa Licensure for Secondary Principal
- Successful teaching experience for at least three years

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

Revised by the Farragut Board of Directors _____.