

Job Description  
**La Porte Community School Corporation**

**JOB TITLE: High School Principal**

**SUMMARY:** Directs and coordinates educational, administrative, and counseling activities of a secondary school by performing the following duties.

**Qualifications:** Master's Degree in Education, a valid Indiana Administrative Certificate, and a minimum of three year's successful teaching experience.

**Immediate Supervisor:** Assistant Superintendent for Educational Services

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

Evaluates educational program to insure conformance to state and school board standards.

Coordinates educational programs through meetings with staff, review of teaching department's activities, and issuance of directives.

Confers with teaching personnel, pupils, and parents on matters pertaining to educational and behavioral problems in school.

Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.

Requisitions and allocates supplies, equipment, and instructional material as needed.

Supervises assignment of teachers and pupils to classes.

1. Supervise and evaluate the job performance of all staff members in his/her assigned building.
  - Direct the work of all building employees.
  - Provide guidance, motivation, and encouragement to building staff members to excel in their jobs.
  - Provide positive corrections for personnel when their behavior warrants such action.
  - Evaluate all school personnel per board policy.
2. Provide leadership for both faculty and students for the instructional program.
  - Assume the role of the instructional leader for his/her building.
  - Evaluate and provide leadership for the school instructional program. Evaluate and provide leadership for the school extracurricular program.
  - Prepare the master schedule for students and teachers.

3. Provide leadership for the implementation and maintenance of Corporation-adopted curriculum program which includes the supervision of implementation of Corporation-developed guides.

- Direct the implementation and use of corporation-developed program guides.
- Direct in-building evaluation of curricular programs and makes recommendations for program refinement.
- Develop school curriculum suggestions for study and implementation.
- Develop recommendations for staff in-service related to curricular program needs.
- Provide leadership and participate in Corporation-level curriculum development committees.
- Implement State/Local standards and indicators
- Ensure compliance with Indiana PL221 and National NCLB regulations and requirements.
- Coordinate curricular and instructional program to maximize student achievement as measured by established local and/or state testing programs.

4. Provide for the overall coordination and leadership for the staff development program at his/her assigned school.

- Conduct formal and informal needs assessment surveys to determine staff growth needs.
- Recommend areas of improvement for staff.
- Implement staff development programs as related to staff growth needs.
- Recommend staff conference leaves and visitation requests per building level PL 221 plan.
- Responsible for the orientation of new staff members.

5. Administer the school in accordance with board-approved policies, administrative guidelines and state statutes.

- Approve all school programs for regular or extracurricular activities. Schedule meetings and develop agenda items for each meeting.
- Formulate and maintain procedures to ensure the efficient and safe operation of the school.
- Responsible for student attendance.

6. Supervise and administer the quality level care of the school building, equipment and grounds.

- Assume responsibility to oversee building maintenance and cleanliness
- Maintain accurate equipment inventories.
- Coordinate the use of school facilities by outside organizations.

7. Complete and approve requested reports from local, state, or Federal agencies.

8. Develop the school's calendar of events with consideration for the compatibility of the corporate-wide calendar.

9. Administer the collective bargaining agreements for the various employee groups at the building level.

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10. Direct a regular program of public relations for all school client groups.

- Meet with parent groups to resolve matters of concern or to disseminate information.
- Prepare written communications to inform the public of changes, modifications, or general information about the school program.

11. Administer the building program in regards to personnel selection and assumes the responsibility for staff and student assignment both for regular and extra-curricular responsibilities.

- Recommend to the Assistant Superintendent for Educational Services the teaching staff for the school year.
- Cooperate with the Assistant Superintendent for Educational Services to recommend vacated teaching staff positions to the Board.
- Cooperate with the Food Service Department in making staff selections for the cafeteria.
- Cooperate with the Facilities Department in making employee selections for the custodial staff.
- Approve all volunteer staff who may offer to work in the building.

12. Administer a general discipline program that provides for appropriate and complete student due process for all students.

- Administer the general discipline program.
- Suspend students from school or other activities when misconduct violations warrant such action.
- Recommend exclusion or expulsion of students in accordance with statutes, policy and administrative procedures.
- Develop procedures for the maintenance of satisfactory student discipline at all school functions.
- Arrange a program for the safe loading, unloading, and transfer of bus students, and assist bus drivers with discipline problems.

13. Develop and submit budget requests to the Assistant Superintendent for Business for all school programs in the building.

- Project an annual budget for review with the Business Manager.
- Approve all building purchase orders.
- Approve all employee payroll for accuracy and completeness.
- Approve the expenditure of any funds collected in the building.

14. Supervise general, capital project, book rental, and extra curricular funds at his/her assigned school.
15. Direct, assist, and cooperate with the cafeteria manager lunch to make the lunch program as effective as possible.
16. Develop appropriate emergency drills and disaster procedures that include conducting fire drills, tornado alerts, and/or other safety drills as specified by state and local regulations.
17. Cooperate with the Director of Transportation to coordinate transportation services for students and staff.
18. Develop and supervise school records the preparation, maintenance, and storage of all school records.
19. Assume responsibility for the proper administration and supervision of corporate-approved testing programs which includes the reporting of testing results to the central office.
20. Responsible for the inventory of all equipment, supplies, and textbooks in the building.
21. Participate cooperatively in corporate professional development activities and committees.
22. Attend seminars and professional meetings to stay abreast of current research in education and to share findings with fellow administrators.
23. Provide opportunities, support, and supervision for extra-curricular events.
24. Professional demeanor and dress are consistently presented when representing the school corporation at public or private events.
25. Perform all other duties which are necessary to ensure the proper functioning of educational programs and services in the Corporation which are related to the position of high school Principal.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises class room teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Masters Degree in Education, Valid Indiana Administrative Certificate. A minimum of three years' successful teaching certificate or two to four years administrative experience or an equivalent combination of education and administrative experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children, and the general public.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, audio recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

**WORK ENVIRONMENT:** 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.

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The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** 260 day work calendar with salary and fringe benefits to be determined by the board of school trustees.

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