

## JOB DESCRIPTION

<u>TITLE:</u>	6-12 Principal
<u>QUALIFICATIONS:</u>	<ol style="list-style-type: none"> <li>1. Appropriate certification as required by the Wisconsin Department of Public Instruction.</li> <li>2. Seek alternative or additional requirements as the Board of Education may decide upon.</li> </ol>
<u>CONTRACT:</u>	230 Days
<u>REPORTS TO:</u>	District Administrator
<u>SUPERVISES:</u>	Instructional and support staff of the middle and high school. The 6-12 principal shall maintain a close working relationship with administration staff.
<u>JOB GOAL:</u>	To serve as the Instructional leader of the middle and high school to ensure the best possible educational opportunity for students. Administer the school according to the policies of the Board of Education and the administrative procedures of the District Administrator. Take leadership role in planning, initiating, refining and evaluating instructional and operational programs, while emphasizing leadership over management.
<u>JOB SUMMARY:</u>	<p>Model professionalism to 6-12 staff.          Reflect on major decisions.          Utilize systems thinking decision making process.          Maintain effective communication with staff.          Encourage high standards of conduct for professional and support staff.</p> <p>Promote high academic standards.          Be a positive role model.          Maintain high visibility during school day.</p>

### **PERFORMANCE RESPONSIBILITIES:**

#### **INSTRUCTIONAL LEADERSHIP:**

1. Supervise and evaluate the instructional programs and the services offered.
2. Conduct staff development education programs and hold regular meetings for 6-12 instructional staff.
3. Conduct and coordinate research, evaluate and report on the effectiveness of educational programming.
4. Administer class offerings, schedules and room assignments, prepare student and staff handbooks and course description materials.
5. Monitor the educational progress of students.
6. Coordinate textbook selection and adoption.
7. Supervise and evaluate 6-12 instructional and support staff.
8. Promote Best Practices in classroom instruction.
9. Evaluate and monitor classroom instruction.
10. Is active participant in educational lives of special education students.

11. Participate in Cluster Schools' Administration meetings.
12. Utilize and promote the use of technology.
13. Direct Title VII Program.
14. Build and maintain 6-12 duty schedule.
15. Organize Awards Day and 8<sup>th</sup> grade graduation.
16. Maintain 6-12 budget.
17. Assist the District Administrator in recruitment, screening, interviewing and recommending for employment of school personnel.

**STUDENT PERSONNEL:**

18. Maintain student records with proper attention to confidentiality.
19. Assume responsibility for attendance, health, and conduct of students.
20. Implement a record system for accurate accounting of pupil records, grades, and attendance.
21. Responsible for commencement arrangements.
22. Supervise/maintain a high standard of student conduct and discipline.
23. Attend IEP and Section 504 meetings when requested.
24. Be the LEA representative for IEP Meetings when necessary.
25. Provide a safe school environment for 6-12 students.
26. Work with Pupil Services Director to implement educational or transportation requirements of an IEP.
27. Monitor student bus conduct.
28. Encourage student participation in co-curriculars.
29. Monitor WKCE results.

**BUILDING/FACILITIES MANAGEMENT:**

30. Establish a positive school-wide climate that promotes effective learning, nurtures student and staff self esteem and morale.
31. Supervise the use of school facilities.
32. Report safety concerns to Supervisor of Building and Grounds.
33. Conduct random locker searches as needed.

**SCHOOL-COMMUNITY RELATIONS:**

34. Attend monthly Red Cliff Education Committee meetings.
35. Work with C.E.S.A. #12 representatives.
36. Foster working relationships with area law enforcement agencies.
37. Maintain an active interest in community events, service organizations and service groups.
38. Promote positive parent involvement.

**CURRICULUM:**

39. Direct the district curriculum development process.
40. Implement the district approved curriculum.
41. Provide leadership for new challenges.
42. Apprise the staff, Board and administrative team of curriculum process, direction and timelines at least annually in writing.
43. Disseminate to Board, teachers and administrative team members annually, a written multiple-year curriculum development plan.

APPROVED: August 15, 2006

REVISED: November 9, 2009