

Rock Island - Milan School District 41

Job Description

Job Title: High School Principal
Department: High School
Supervisor: Superintendent
FLSA Status:
Prepared By: Olivia Jimenez
Prepared Date: December, 2017
Approved By:
Approved Date: EXEMPT (Y/N)

EXEMPT (Y/N): Yes
SALARY: Level 2 Admin
SHIFT: 12 Months
LOCATION: High School
EMPLOYEE NAME:
DEPARTMENT: Secondary Education
DIVISION: Administration

Summary

Directs and coordinates educational, administrative, and counseling activities of primary or secondary school by performing the following duties personally or through subordinate supervisors.

Building Duties:

Department Duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Develops and evaluates educational program fro grades 9-12 to ensure conformance to state and school board standards.

Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Confers with teachers, students, and parents concerning 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.

Directs preparation of class schedules, cumulative records, and attendance reports.

Walks about school building and property to monitor safety and security.

Plans and monitors school budget.

Plans and directs building maintenance.

Develops and administers educational programs for students with mental or physical disabilities.

Uses District employment procedures to recommend hiring of staff to the office of Human Resources.

Plans and develops exit outcomes for graduation.

Plans and implements a public relations program to inform the public about activities and achievements of the high school.

Develops and implements a safe and orderly environment for learning.

Maintains good public relations in the school's neighborhood and community.

Supervisory Responsibilities

Manage 10-15 subordinate supervisors who supervise a total of 70-75 employees in the Department Heads, High School Custodial Services, Security, and Athletics. Responsible for the overall direction, coordination, and evaluation of these units, Directly supervises 5-10 non-supervisory employees. 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.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Continuous Learning - Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to

learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Design - Generates creative solutions; uses feedback to modify designs; applies design principles.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget.

Customer Service - Manages difficult or emotional customer situations; solicits customer feedback to improve service .

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension.

Cooperation - Establishes and maintains effective relations; offers assistance and support to co-workers; works cooperatively in group situations.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar.

Change Management - Develops workable implementation plans; communicates changes effectively.

Performance Coaching - Defines responsibilities and expectations.

Team Leadership - Supports group problem solving.

Delegation - Matches the responsibility to the person.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external).

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity.

Impact & Influence - Pursues and wins support for ideas.

Recruitment & Staffing - Utilizes recruitment sources; exhibits sound interviewing skills; presents positive, realistic view of the organization; analyzes and forecasts staffing needs; makes quality hiring decisions.

Cost Consciousness - Works within approved budget.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Understands organization's strengths & weaknesses; adapts strategy to changing conditions.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Adaptability - Adapts to changes in the work environment.

Consultative Selling - Builds rapport and establishes trust.

Achievement Focus - Sets and achieves challenging goals.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures.

Qualifications 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

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.

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. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name