



ADMINISTRATION

SECONDARY SCHOOL PRINCIPAL

QUALIFICATIONS:

1. Master's Degree
2. NY State Certification as a Secondary School Principal or school administrator/supervisor
3. At least 5 years of experience as a Secondary School Teacher
4. A minimum of 2 years of experience as a Supervisor or Assistant Principal on the secondary level
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: All personnel assigned to the building

JOB GOALS:

Through effective leadership establish and maintain a safe, healthy and pleasant environment which provides a comprehensive educational program. The educational program should provide the opportunity and encouragement for each individual student to develop his interests, talents, and abilities to the fullest potential consistent with the philosophies of the School and the District.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates all phases of the educational program of a Focus School.
2. Recommends curriculum changes and in-service curricular activities to improve the teaching/learning process.
3. Serves as consultant to various departmental areas.
4. Effects a maximum articulation between the high school and community.
5. Plays an active role in the district-wide curriculum concerns.
6. Exercises responsibility for the health and safety of all members of the student body.
7. Establishes a school tone conducive to learning for students and staff.
8. Works closely with student representatives as the chief faculty advisor to the student government.
9. Assumes responsibility for all disciplinary action which must be effected for the welfare of all students.
10. Provides and administers a full range of extra-curricular activities within the school.
11. Recruits and interviews candidates for the professional staff and recommends for employment all professional staff members.
12. Supervises and evaluates all professional and non-professional staff members.

13. Effects an optimum program of teacher assignment conducive to the best interest of students and professionals.
14. Recommends and provides for professional staff in-service growth, including proper orientation so that members will increase their effectiveness and productivity.
15. Supervises the maintenance of the physical plant to maintain a safe and pleasant environment.
16. Supervises the preparation of an annual budget.
17. Supervises all district business procedures in order to insure adequate teaching materials and supplies.
18. Provides for the maintenance of the physical plant.
19. Insures that parents and community are informed of school activities and the progress of students.
20. Encourages close cooperation and participation by parents and the community in school activities.
21. Provides information and reports as needed by the school district, the state, and federal education agencies.
22. Relates the needs of the students to school and district philosophies, objectives, and goals.
23. Assumes all other duties and responsibilities assigned by the Director of Secondary Education.

CLASSIFICATION: Administrative Professional Staff

TERMS OF EMPLOYMENT: Tenure Laws, State of New York and Board of Education Policy

EVALUATION: Superintendent

SALARY AND FRINGE BENEFITS: As negotiated by the East Ramapo Building Administrators Association with the Board of Education