

**WINOOSKI SCHOOL DISTRICT
WINOOSKI, VT 05404**

JOB DESCRIPTION

TITLE: Principal - High School (Grades 9-12)

QUALIFICATIONS: 1) Holds Vermont State administrative license
2) Master's Degree
3) At least three years of teaching experience at the appropriate grade levels
4) Other qualifications as determined appropriate by the Board and Superintendent

REPORTS TO: Superintendent of Schools

JOB GOALS: Effective administration of the assigned building so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Administrative and interpersonal behaviors are consistent with the Mission Statement of the Winooski School District.
2. Exhibits professional and personal characteristics recognized as appropriate to educators as role models and colleagues.
3. Establishes and maintains an effective learning climate in the school.

Related responsibilities include:

- a) Maintains a professional relationship with students and parents.
 - b) Establishes expectations and publishes guidelines for proper student conduct and maintenance of student discipline. Enforces discipline as necessary according due process rights to students.
 - c) Asserts leadership in times of crisis in school in accordance with district disaster plans.
4. Coordinates planning, organization and implementation of all school activities, including special events to recognize student achievement; attends school sponsored activities and events as required or appropriate.
 5. Establishes and maintains a system of communication with all elements of the school community.

Related responsibilities include:

- a) Accepting responsibility for being a member of a collegiate group.
- b) Keeping the Superintendent informed of the school's activities and problems.
- c) Providing information regarding the school's operation to the Board of School Trustees.
- d) Working with various members of the administrative staff on school problems of more than in-school import.
- e) Conducting meetings of the staff as necessary for the proper functioning of the school.

- f) Assisting in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
 - g) Providing for conferences between parents and teachers.
 - h) Assuming responsibility for all official school correspondence and news releases.
 - i) Acting as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
6. Prepares budget drafts and administers the approved budget as provided by district policy.
7. Manages the day-to-day operation of the school.

Related responsibilities including:

- a) Supervises the school's educational program.
 - b) Interprets and enforces district policies and administrative regulations.
 - c) Leads in the development, determination of appropriateness, and monitoring of the instructional process and related curriculum.
 - d) Has primary responsibility for the evaluation of the school's professional staff - leads in the recruiting, screening and hiring of new staff.
 - e) Assumes responsibility for the safety and administration of the school plant in conjunction with the Superintendent or other appropriate administrator.
 - f) Provides for emergency procedure processes including fire drills.
 - g) Participates in meetings as required or appropriate.
 - h) Encourages the growth of the profession, especially in cooperation with local colleges in providing teacher training and preparation.
8. Supervises the maintenance of all required building records and reports.

Related responsibilities include:

- a) Maintains accurate records of and controls the various local funds generated by student activities.
 - b) Maintains accurate records on the academic progress, attendance, and health of students.
 - c) Annual inventory of property and the security and accountability for that property.
 - d) Responds to written and oral requests for information.
9. Assumes responsibility for his own professional growth and development while keeping abreast with the changes and development in the profession.
10. Supervises and assigns custodians responsible for cleaning the high school and related areas and coordinates assignments with middle school principal.
11. Notifies the Head of Maintenance about all needed repairs and other general maintenance issues. Assists the Head of Maintenance with the development of a budget for custodial supplies and equipment.
12. Maintains accurate time sheets for all hourly employees within his/her supervision.
13. Curriculum:
- a) Assists the teachers with the review and evaluation of the school curriculum. Alignment w/standards/Connection with assessment.

- b) Provides leadership to encourage interdisciplinary/multidisciplinary programs, innovation, instruction, technology
 - c) Works in cooperation with outside agencies whenever appropriate to enhance the educational opportunities for students.
14. Student Affairs:
- a) Provide support to Act 230/Section 504 issues and E.S.T. and Special Education.
15. Student Assessment:
- a) Organize and compile student data; including but not limited to state and local assessments, School Action Plan, Annual Report, Annual Report on the Effectiveness of the Winooski School District and other information as necessary.
16. Title I:
- a) Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, behavioral, and learning problems.
 - b) Demonstrates an understanding of the differentiation of instruction to meet the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
 - c) Coordinates the administration of individual and/or group standardized or diagnostic tests as required by Title I.
 - d) Keeps appropriate records for both district and Title I purposes.
 - e) Assists in the development of the annual Title I plan.
 - f) coordinates the selection and requisition of books and instructional assistants needed for the Title I program.
 - g) Coordinates the recruitment, screening and assignment of Title I instructional assistants and other staff.
 - h) Supervises all Title I staff members and prepares annual evaluations.
 - i) Prepares the Title I evaluation and proposal annually and coordinates the program with the Department of Education.
 - j) Represents the District in regional and state Title I meetings, conferences and workshops.
17. Other responsibilities as assigned by the Superintendent of Schools.

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Approved by Board of School Trustees: 4/9/01