

## JOB DESCRIPTION

### **TITLE**

Secondary Principal

### **POSITION TYPE**

Exempt

### **PRIMARY FUNCTION**

The Secondary School Principal works collaboratively as the instructional and community leader of Charles City County High School to provide instructional and administrative leadership, supervision or operations and management to the secondary school. The principal is expected to be an effective communicator and listener with all stakeholders to do what is best for students. The principal is expected to set the tone of the school to support teaching and learning while also engaging families and the community to support the academic and educational journey of all students.

### **MINIMUM QUALIFICATIONS**

- Master's Degree in Educational Leadership, Policy, Planning or related field of administration and supervision
- Virginia Postgraduate Professional Certificate with an endorsement as a principal at the secondary level
- Minimum of three years as a classroom teacher in certified/endorsed area
- Knowledge of human growth and development and human relations skills
- Ability to work collaboratively and effectively with students, parents, community members, faculty, staff and administrative staff members
- Knowledge of curriculum and instruction, financial management and long and short term planning skills

### **REPORTS TO**

Superintendent

### **PERFORMANCE RESPONSIBILITIES**

- Serves as the leader for learning by managing the building instructional program, implementing the state and local curriculum, supporting the school division's Program of Studies and ensuring that faculty and staff have proper materials, instructional methodology training and professional development to support dynamic instruction and high levels of student achievement
- Supports and assists faculty and staff in enforcing the school division's Student Code of Conduct with appropriate classroom management. Counsels students, confers and partners with parents, staff, community resources and agencies, as appropriate to support positive student behavior and to administer disciplinary action as necessary. Reports disciplinary dispositions and represents the school division at disciplinary hearings
- Interviews and directs the entire hiring process for the school community by assessing hiring needs and human resources planning and management, on-boards and orients new employees/staff to new school environment and leads professional development initiatives in support of school improvement plan and identified professional needs of faculty/staff, assigns and schedules all faculty and staff, works with leadership to appoint personnel, maintains all personnel records and evaluation schedules and supports the employment and assignment of substitute personnel
- Works with all division curriculum reviews, evaluations and instructional initiatives, participates in school division administrator meetings and collaborates with School Board Office administration
- Observes and assesses/evaluates classroom instruction and implements the school division's teacher evaluation system, evaluates the performance of all school-based personnel; provides assistance and support to teachers to help them successfully meet targets, performance indicators, learning objectives and classroom management goals
- Communicates openly with students, parents, community partners and agencies as an advocate and supporter of the school and school programming. Works with community volunteers to effectively match their skill sets with student social and learning needs. Engages community and parent resources to form strong partnerships to support student success

- Oversees student attendance and registration processes with school Registrar and attendance staff. Works with the Secondary School Assistant Principal, School Social Worker and School Counselor to monitor student attendance and attendance improvement plans, assign student schedules and maintain accurate student records. Monitors student academic progress
- Works with Supervisor of Operations and school nurse to ensure that all building maintenance, operations, security, food service operations and student transportation is effectively and efficiently supporting student health, wellness, safety and academic achievement, as well as all compliance with ADD and OSHA standards
- Coordinates with the Secondary School Assistant Principal, faculty/staff and community members on the preparation and development of the annual School Improvement Plan (SIP). Ensures that the document identifies and monitors key performance indicators and goals, is directly linked to the school division's Strategic Plan, and is updated and course-corrected for continuous improvement
- Leads the budget development process and works with bookkeeper and Director of Finance to ensure compliance with all fiduciary responsibilities, procedures, expectations and School Board policy
- Coordinates and supervises all co-curricular and extra-curricular activities, reviews and approves educational field trips and transportation to all off-site scheduled events and activities
- Collaborates with and oversees the special needs, Section 504, gifted education and other student programs throughout the secondary program. Works with special education case managers, Central Office administration, parents, teachers, students and teachers to ensure that all aspects of the special student programs and needs, student identification, and student assistance plans, are compliant and effectively servicing the needs of individual learners
- Works cooperatively and collaboratively with colleagues, support staff, and administration.
- Actively participates in professional growth activities and demonstrates professionalism.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

## **JOB SPECIFICATIONS**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

## **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. Duties are normally performed in an office environment.

## **TERMS OF EMPLOYMENT**

12 months/240 day. Salary according to School Board Pay Plan.

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of non-licensed personnel.

## **APPROVED BY SUPERINTENDENT**

01/19/2016 Updated 7/15/19

## **JOB DESCRIPTION PREPARED BY**

Director of Human Resources



The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.***