

Secondary Principal

Chickasha Public Schools

Job Title: Principal
Location: School Building
Immediate Supervisor: Superintendent
Supervises: All staff

Purpose of Position:

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the district.

Qualifications:

Masters Degree in **Secondary** or Elementary Education
 Current Oklahoma Administrative Certificate
 Three (3) years classroom teaching experience required
 Previous experience as a school principal preferable

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"> ● Good health and high energy level ● Ability to lift objects weighing 20 lbs. or more ● Ability to climb & descend a ladder ● Extensive kneeling, crawling & bending ● Ability to tolerate a stressful environment ● Ability to lift objects above shoulder level ● Extensive pushing/pulling and twisting 	<ul style="list-style-type: none"> ● Ability to cope with crises and emergencies ● Excellent leadership skills ● Ability to tolerate confrontations with students, colleagues and patrons ● Knowledge of curriculum design ● Ability to work closely with diverse student population ● Computer literacy ● Filing, sorting, recording, tabulating and copying ● Effective communication both orally and written ● Excellent interpersonal skills ● Telephone etiquette ● Ability to relate courteously with children and adults ● Work independently ● Plan, schedule and organize work ● Maintain a positive work environment ● Interpret and apply laws, regulations and policies ● Ensure the quality of work as measured against established standards ● Maintain confidentiality ● Proficient in multitasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position.)

- Comply with School Board Policy
- Follow universal precautions identified in the District's Blood borne Pathogen Exposure Control Plan
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the district including instructional programs, extracurricular activities, and discipline systems

to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws and board policies.

- Establish a school year master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Establish procedures for evaluation and selection of instructional materials and equipment.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the district.
- Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
- Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
- Notify immediately the Board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
- Keep the Superintendent advised of employees not meeting their contractual agreement.
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school.
- Establish and maintain an effective inventory system for all school supplies, materials and equipment.
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
- Assume responsibility for the health, safety, and welfare of students, employees and visitors.
- Develop clearly understood procedures and provide regular drills for emergencies and disasters.
- Maintain a master disaster drill sheet to be posted
- Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
- Maintain visibility with students, teachers, and parents.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Complete in a timely fashion all records and reports as requested by the Superintendent. Maintain accurate attendance records.
- Maintain and account for all student activity funds and money collected from students.
- Communicate with the Superintendent regularly about the needs, successes and general operation of the school.

- Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, and emotional needs.
- Maintain positive, cooperative and mutually supportive relationships with staff, parents and students.
- Attend required committee meetings and extra school sponsored functions.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or in conflict with contract.
- Provide student grade and behavior reports to parents.
- Nurture both students and teachers to achieve their greatest potential academically and instructionally.
- Provide and supervise safe lunch/recreation periods for the students.
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Attend all regular school board meetings
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date