

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Principal – High School Position Description

**LOCATION:** Various Schools within the Division

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 31

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Superintendent

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Supervises instruction and curriculum development; and functions as building manager, instructional leader, school climate leader, staff developer, and school/community relations specialist.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assumes responsibility for the organization, administration, and supervision of the instructional program within the school;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Conducts studies, surveys, research, etc., as directed by the Division Superintendent of Schools for the betterment of the instructional program within the school;
- Develops and implements a school improvement plan that results in increased student learning;
- Involves the community and school staff in the preparation and implementation of an annual school plan, which shall be approved by the Superintendent;
- Plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the Standards of Learning;
- Develops plans for effective allocation of fiscal and other resources;
- Assumes responsibility for all funds collected, internal accounting, and preparing monthly financial statements as required by the School Board;
- Communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division;
- Ensures that staff members design coherent instruction based

upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;

- Ensures that staff members plan instruction to achieve desired objectives that reflect the Virginia Standards of Learning and division curriculum guidelines;
- Supervises the alignment, coordination and delivery of assigned programs and/or curricular areas;
- Provides for the evaluation of the school staff in compliance with policies prescribed by the Warren County School Board;
- Visits the classrooms frequently to observe first-hand the instructional methods, materials, and procedures used by teachers;
- Selects, inducts, supports, evaluates, and retains quality instructional and support personnel;
- Assumes responsibility for reviewing applications, interviewing, and making recommendations to the Director of Personnel for staffing of all school personnel;
- Provides staff development programs consistent with program evaluation results and school instructional improvement plans;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Coordinates the daily operation of the assigned area of responsibility;
- Manages human, material, and financial resources to ensure student learning and to comply with legal mandates;
- Interprets School Board, State Board of Education and Virginia School Law rules and regulations to staff;
- Demonstrates effective organizational skills to achieve school, community, and division goals;
- Promotes effective communication and interpersonal relations with student, staff, parents and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Provides service to the profession, the division, and the community;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Implements a discipline policy that fosters a safe and positive environment for all students and staff;
- Ensures the adequate supervision of students;
- Establishes and maintains rapport with students, school personnel, parents, and community members;

- Motivates students and school personnel to achieve maximum potential;
  - Ensures that instructional time is protected from interruptions and intrusions;
  - Ensures that instructional materials and equipment are used to provide learning experiences that are compatible with the educational needs of the students;
  - Holds regular faculty meetings and maintains effective communication with all school personnel;
  - Encourages staff to take advantage of professional growth opportunities by assuming responsibility for a program of in-service training and staff development;
  - Maintains sensitivity to individual personal staff situations/problems;
  - Takes major responsibility for creating an effective environment for learning;
  - Notifies the superintendent and designates one person who is employed in the school to act in his or her behalf when prevented by illness or other causes from performing the required duties;
  - Assigns all staff in the school to such duties, and activities as are necessary for the efficient operation of the school;
  - Oversees that all staff members keep and submit accurate and up-to-date records, as required;
  - Assumes responsibility for assigning faculty member(s) to supervise the loading and unloading of school buses, parent pick-up and drop-off station(s) and ensures the security of the student parking lot(s);
  - Maintains and ensures the security of student records according to local, state, and federal guidelines;
  - Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department;
  - Coordinates the planning and implementing of the school budget;
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- Assumes responsibility for all funds collected, internal accounting, and preparing monthly financial statements as required by the School Board;
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- Ensures the maintenance of accurate financial records and provides for the receipt of all funds in accordance with state accounting procedures, including extracurricular activity funds;
  - Arranges special events and prepares communications that help to interpret the school's programs to the parents and the community;
  - Responds to needs and concerns of parents and other community members or agencies;
  - Assumes responsibility for the supervision of students during the school day, while being transported to and from school, on school trips and during any activity or function sponsored by the school and attended by students;
  - Administers school rules and regulations which conform to the regulations of the Warren County School Board and the State

Board of Education;

- Coordinates with the Athletic Director on staffing, supervising, and scheduling of all athletic events;
- Coordinates with extra-curricular sponsors/coaches on supervising, coverage, and scheduling of all extra-curricular activities;
- Recognizes and rewards students' academic, extra-curricular, and/or conduct achievements;
- Develops necessary bulletins and communiqués to student and parents;
- Maintains records and files of meetings and assorted communiqués;
- Confers with individual students and student groups;
- Assumes responsibility of assigning administrative coverage/attendance for all student activities and events;
- Coordinates the safe and efficient utilization of the school facilities for instructional, extracurricular, and community activities;
- Analyzes data on student achievement;
- Uses the resources of the community and involves parents and citizens in:
  - Evaluating the school program;
  - Developing the Biennial School Plan;
  - Volunteer services in the school
  - Programs of supplemental instruction or enrichment;
- Serves as a member of such committees and attends such meetings as the superintendent shall direct;
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation;
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident, serious illness, or other matter pertaining to the general welfare of the student;
- Conducts fund raising activities in accordance with School Board regulations;
- Maintains school handbook of policies and procedures, including: the school division's standards of student conduct and enforcement procedures, along with matters of interest to parents and students;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Communicates with students, student counselors, resource officers, and parents through conferences and other means;
- Assumes responsibilities outside the classroom as they relate to school;
- Maintains licensure at the state and/or national level; assumes

responsibility for professional growth and keeps materials, supplies, and skills up-to-date;

- Demonstrates non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of secondary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as a High School Principal or Administration/Supervision K-12.

### **SPECIAL REQUIREMENTS**

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents as attested to by the Division Superintendent of schools. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and

outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

**EVALUATION**

The Superintendent of Schools will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.