ONSTED COMMUNITY SCHOOLS
JOB DESCRIPTION

TITLE: HIGH SCHOOL PRINCIPAL

QUALIFICATIONS:

1. Prefer a Master's Degree in administration.
2. Prefer three to five years of administrative experience.
3. Must have five years of successful teaching experience.
4. Must possess the qualifications and be certified in the State of Michigan for Building Principal position.

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES

1. Understand the needs of and have the ability to relate to secondary school students and possess effective and innovative ideas for working with them.
2. Possess a desire and ability to work effectively with colleagues in the development and execution of a challenging program for secondary school students.
3. Demonstrate a strong working knowledge of the use of technology both in the classroom and as a means for improving the overall effectiveness of the organization.
4. Possess strong organizational skills with the ability to prioritize a multitude of tasks.
5. Demonstrate the ability to evaluate the quality of teaching performance and to collaborate with teachers in improving classroom performance.
6. Demonstrate a knowledge and understanding of current research and effective practices, including MTSS to design, implement, and maintain a quality secondary school program.
7. Demonstrate strong public speaking attributes and use of written language to capture ideas.
8. Promote the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
9. Promote the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
10. Promote the success of all students by acting with integrity, fairness and in an ethical manner.
11. Promote the success of all students by understanding the profile of the community and respond to and influence the larger political, social, economic, legal and cultural context.
12. Responsible for developing and improving public relations and positive relationships with students, staff, parents and community.
13. Responsible for supervision of all activities held within the high school unit.
14. Responsible for the internal accounts and all general budgetary accounts assigned to the high school.
15. Responsible for the maintenance of students and other required records in the high school.
16. Responsible for curriculum development and revision in the high school.
17. Work on other duties assigned by the Superintendent or Board of Education.

TERMS OF EMPLOYMENT: Per terms of contract