

Job Title: Millcreek High School Principal
Department: Secondary Education
Reports To: Assistant Superintendent, Secondary Education
FLSA Status: Exempt
Salary Schedule: AE lane 05



SUMMARY

High School Principals direct and coordinate educational, administrative, and counseling activities of secondary school programs by performing the following duties personally or through subordinate administrators. School Principals may be selected for an initial assignment at a specific location; however, school principals are subject to transfer to another location according to District Policy, administrative oversight, and the sole discretion of the WCSD School Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Develops and evaluates educational programs to ensure conformance to state and School Board standards and policies.

Initiates and directs a process for collaboratively developing and communicating a vision for the school through the annual school Consolidated School Improvement Plan (CSIP) and the District Consolidated Student Success Plan.

Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Collaborates and coordinates efforts and activities surrounding "Super Seniors" to include:

- Coordinating between Southwest High, Utah Online and Millcreek High with efforts that include targeting students, who are at-risk of not graduating.
- Communicating with all high schools, beginning in January of each year the identification process of seniors, who are at-risk of not graduating.
- Providing effective practices and alternatives for students, who are at-risk of not graduating.
- Organizing and conducting graduation ceremonies for super seniors, who become eligible through earning their diploma prior to Oct. 1st.
- Working with and coordinating activities with administrative intern(s) and teachers assigned to work with the summer super senior program.

Effectively evaluates teachers and staff according to district policy.

Monitors conduct of teachers and staff in compliance with district policy. Takes appropriate administrative action as necessary.

Confers with teachers, students, and parents concerning educational and behavioral problems in school.

Articulates goals and policies as appropriate to staff, students, parents, and the community.

Takes responsibility for the implementation, supervision, coordination and evaluation of all curricular and co-curricular programs and services offered by the school.

Holds regular staff meetings for the purpose of discussing educational and administrative matters.

Attends meetings called by the superintendent of schools.

Develops and administers educational programs for students with mental or physical disabilities.

Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.

Directs preparation of class schedules, cumulative records, and attendance reports.

Plans and monitors school budgets.

Keeps the superintendent fully advised as to the conditions and needs of the school and submit reports as they may be requested and perform other duties as may be assigned by the superintendent.

Ensures the proper registration of pupils in the school and for the maintenance of up-to-date cumulative records and student information system records, including the responsibility to see that a pupil's records are forwarded when the pupil transfers to another school.

Administers and provides oversight for activities conducted by any student organization of the school, provided that such activities are sponsored by the school and the principal.

Requisitions and allocates supplies, equipment, and instructional material as needed.

Provides administrative oversight for the administration of a system of accounting of all funds belonging to the school or to the student body.

Implements reasonable precautions to safeguard the health and general well-being of staff and pupils, and for making effective plans necessary for their safety.

Ensures and oversees discipline among students, making provision for the supervision of the school according to the approved practices and policies.

Initiates and directs a process for collaboratively developing, communicating and promoting a vision for the school.

Creates and monitors clear expectations for teams in implementing processes embedded in the consolidated school improvement plan.

Collectively leads the processes of learning within the school to include the creation of weekly time for teams to collaborate; flexible time for extra learning opportunities; and the sustainment of a school culture committed to student learning.

Plans and directs building maintenance.

Inspects the school building and grounds regularly to see that they are free from hazards which might cause accidents and notify the maintenance supervisor of any conditions which need to be remedied.

Reports to the superintendents and/or the maintenance supervisor, any damage incurred at any time; where damage is serious and appears to have been done deliberately, it shall also be reported to the police.

Implements rules and regulations with respect to fire prevention and safety and ensures that they are carried out, that all personnel are familiar with the instruction related to fire alarms, fire drills, fire extinguishers, and emergency drills, and that properly supplied first aid kits are provided where needed.

Oversees and manages the conduct of the pupils who are being transported by bus, during the period in which they are in, entering upon, or alighting from the school bus as is provided by State Regulation or District Policy.

SUPERVISORY RESPONSIBILITIES

This position has direct supervisory responsibility over the school personnel of the assigned school.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Education and six to eight years' classroom instruction and related administrative experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah School Leadership License is required for this position.

PHYSICAL DEMANDS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance;

stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

Prepared By: Assistant Superintendent, Secondary Schools		Date: 12/06/2016
Approved By: Executive Director, Human Resources		Date: 12/07/2016
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		Date: 07/01/2017
		Date: 11/03/2021
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	