

MIDDLE/HIGH SCHOOL PRINCIPAL
(Job Description)

Qualifications: (1) Must maintain certification as required by state law; (2) Must have earned a master's degree; and, (3) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator and Board. Supervises all middle/high school personnel, directly or indirectly.

Duties and Responsibilities: The Middle/High School Principal shall serve as the head of the middle/high school (grades 7 through 12) program, staff and facilities. His/her duties shall include:

- A. Policy – The Middle/High School Principal shall:
 - 1. Implement and enforce existing Board and administrative polices.
 - 2. Recommend additions, deletions and changes to Board policies.
 - 3. Develop and enforce administrative policy in the middle/high school.

- B. Financial – The Middle/High School Principal shall:
 - 1. Develop and present to the District Administrator before the end of each year a budget for the middle/high school.
 - 2. Administer the approved middle/high school budget. He/she shall approve or reject all requisitions originating from staff members in the middle/high school and authorize payment for items received after the bills have been approved by the Board.
 - 3. Maintain and supervise the middle/high school activity account.

- C. Personnel – The Middle/High School Principal shall:
 - 1. Be responsible for staff placement and assignment.
 - 2. Each year, recommend renewal or non-renewal of professional staff contracts.
 - 3. Recruit, interview and recommend new staff members for employment.
 - 4. Evaluate and supervise professional staff.
 - 5. Conduct a program of staff in-service and professional improvement.
 - 6. Obtain substitute teachers as needed.
 - 7. Evaluate and supervise support staff.

- D. Instruction – The Middle/High School Principal shall:
1. Be responsible for curriculum development and coordination with the elementary program.
 2. Investigate, develop and recommend innovations in education.
 3. Recommend texts and instructional materials for the educational program.
 4. Continuously evaluate the educational program for its effectiveness.
- E. Scheduling – The Middle/High School Principal shall:
1. Prepare course offerings and registration materials for students in grades 7 through 12.
 2. Prepare the master schedule for the middle/high school.
 3. Prepare student and teacher schedules for the middle/high school.
- F. Equipment and Facilities –The Middle/High School Principal shall:
1. Recommend appropriate building changes or additions.
 2. Recommend new or replacement equipment as needed to operate and service the buildings and grounds.
 3. Recommend special janitorial services, including summer janitorial services, when needed.
- G. Students – The Middle/High School Principal shall:
1. Develop and administer policies dealing with student discipline, conduct and attendance.
 2. Recommend student expulsions when appropriate.
 3. Organize, administer and evaluate a comprehensive extracurricular program.
 4. Maintain an accurate record of student enrollment.
- H. Athletics – The Middle/High School Principal shall:
1. Supervise the athletic program.
 2. Act as official representative to the Wisconsin Interscholastic Athletic Association (WIAA).
 3. Attend conference meetings.
 4. Help assign game workers.
 5. Help supervise home varsity football games.
 6. Assist with WIAA tournaments.
- I. Other Duties – The Middle/High School Principal shall:

1. Be responsible for an effective public relations program regarding school activities.
2. Complete all state reports, evaluations and other reports deemed necessary.
3. Schedule parent-teacher conferences and similar meetings.
4. Schedule and record fire and tornado drills for the middle/high school.
5. Stay current professionally by reading materials and attending conferences, workshops, classes and conventions.
6. Resolve transportation problems involving middle/high school students.
7. Resolve complaints and problems, including discipline problems, that the responsible persons are unable to handle.
8. Approve field trips and trip slips.
9. Perform any and all other duties prescribed by the District Administrator, Board or state or federal law.

Evaluation: The District Administrator shall complete an annual evaluation in accordance with Board policy.

Terms of Employment: The contract may not exceed two years. A contract for a term of two years may, however, provide for one or more extensions of one year each. The salary shall be negotiated annually with the Board of Education.

LEGAL REF: Sections 118.24 Wisconsin Statutes
 121.02(1)(q)
 PI 3, Wisconsin Administrative Code
 PI 8.01(2)(q)

CROSS REF: 221, Administrative Contracts
 223, Evaluation of Administrative Staff

APPROVED: June 20, 1995

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