

REGION ONE SCHOOLS HIGH SCHOOL PRINCIPAL

DEFINITION

Under general direction from the superintendent, the high school principal is responsible for administering HVRHS, including the implementation of policies developed by the board of education and the superintendent, developing effective instructional programs, assisting the superintendent in staff personal matters, managing pupil matters in the school, managing the school physical plant, implementing public relations programs, and performing other duties to ensure the effective operation of the school.

REPORTING RELATIONSHIPS

The high school principal reports to the superintendent. Positions reporting to the principal are the instructional staff, the administrative support staff and the custodial and maintenance staff.

RESPONSIBILITIES

1. Administers the high school under the policies and procedures developed by the board of education and the superintendent.
2. Develops administrative practices and procedures for the high school in conjunction with the assistant principal and teaching staff.
3. Manages the instructional program at the high school and works with regional staff to ensure a coordinated curriculum throughout Region One.
4. Resolves student problems within the high school and throughout the region and works to create special programs for students as required.
5. Creates co-curricular activities which support the learning environment.
6. Interprets the educational program to the public, receives and coordinates community wishes for the school, and keeps aware of parents' aspirations for their children.
7. Assists the superintendent in selecting staff and makes recommendations regarding re-employment, dismissal and staff evaluation.
8. Supervises the school professional and administrative support staff in implementing the instructional program and the administrative support staff in all matters.

9. Manages the maintenance of the school plant and recommends building changes and additions required to support instructional programs.
10. Manages activity funds for the school and maintains accurate records.
11. Provides the superintendent with budget estimates for the school and approves all purchase requisitions for supplies, instructional material, and capital outlays within budgeted limits.
12. Coordinates with the Region One special services, including guidance, health, speech, psychological, and special education.
13. Maintains school discipline and establishes the appropriate discipline policies.
14. Develops and updates all elements of technology as applied to instruction and curriculum.

MINIMUM QUALIFICATIONS

1. Certification as required by the State of Connecticut.
2. Experience teaching in a secondary school.
3. School leadership experience.