

Gateway School District

Position Description

Position Title: **Secondary School Principal**
Location: Gateway High School
Reports To: Assistant Superintendent for Secondary Education
Term: 12 month, 260 day. Act 93

Minimum Qualifications:

- Knowledge in the areas of school law
- At least three years' experience in teaching and school administration
- Valid PA Elementary or K-12 Principal Certification
- Demonstrated leadership ability in working with students, staff, parents and general public
- Strong leadership and personal drive
- Passion for children and their families
- Ability to implement programs to improve education achievement
- Ability of build partnerships with community organizations
- Commitment to technological advancement
- Familiarity with various educational models
- Strategic planning experience
- Strong Communication Skills
- An entrepreneurial spirit and a proven track record
- Clearances - Current Child Abuse (Act 151), FBI (Act 14) and Criminal Record (Act 34) required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Goals:

To provide leadership in the ongoing development and improvement of the entire instructional program of the District

Essential Duties and Responsibilities:

- Assist in the development of a philosophy of education and in its continuous appraisal and revision
- Serve as educational and professional leader for the staff
- Supervise the teaching staff in both the instructional program and the co-curricular activities
- Schedule and conduct faculty meetings regularly
- Develop the morale of the staff and the student body and encourage enthusiasm and loyalty toward the school as a whole.
- Encourage teachers in the practice of professional ethics in their relations with other teachers, supervisors and administrative personnel.
- Make periodic classroom visitations of all teachers for the purpose of supervision and evaluation of teachers for the improvement of the instructional program and the rating of teachers as required by law
- Assume the full responsibility of athletic programs governed by rules and regulations of the W.P.I.A.L. and the P.I.A.A. and supervise the director of athletics

- Prepare the master schedule and class schedules for the senior high school and make staff assignments
- Direct and coordinate the guidance program
- Coordinate the school health program with other functions of the school
- Organize and supervise the high school office staff
- Generally supervise the building and grounds and work cooperatively with the maintenance supervisor and the custodians
- Coordinate the cafeteria program with the daily schedule and work cooperatively with the cafeteria personnel
- Be familiar and exercise concern with problems relative to transportation, including discipline
- Assume responsibility for permanent senior high school records
- Direct the pupil attendance and accounting programs and prepare all reports relative to pupil accounting required by the local, county and state officials
- Formulate good basic rules of conduct for the student body
- Establish and implement rules and regulations governing the supervision of students at all times during the school day and at all school sponsored activities.
- Handle the general discipline of the school and those referred by teachers for special attention
- Observe all rules and regulation governing the safety, health and welfare of students and conduct or have conducted fire drills, air raid drills, inspection, etc., required by law or local officials and keep a detailed report of each
- Supervise the admission and withdrawal of students and the transferring of their records
- Arrange for and supervise substitute teachers
- Assist in recruiting, interviewing and selecting teachers
- Assist in the orientation and adjustment of new teachers
- Plan and organize programs and schedules for student teachers
- Cooperate with other staff members for curriculum development, improvement, and revision to comply with the accepted philosophy
- Assist in the evaluation and selection of textbooks, materials, equipment and supplies used in instruction
- Supervise the receiving and distribution of all textbooks, materials, equipment and supplies used in instruction and maintain a continuous inventory of same
- Assume the responsibility for an orderly arrangement of the supply rooms and regulate the distribution of books supplies to teachers
- Work with Data Analysis Coordinator and/or Director of Curriculum and Instruction to create testing classrooms, update student information on District/State testing web sites.
- Gather, compile, and organize data and pertinent information needed to prepare reports and statistical evaluations as directed.
- Order, count, distribute, collect, verify count, and return PSSA testing material.
- Order, count, distribute, collect, verify count, and return all other testing materials (i.e. 4Sights, Stanfords, OLSAT, DIBELS, AIMSweb etc).
- Assets- order kits, coordinate delivery/pick up, order consumables for kits, register teachers for Assets professional development.
- Support the implementation of web-based intervention programs by acting as an assistant to administrators, teachers, and parents as directed by the Director Curriculum/Instruction and/or his/her designee.

- Prepare, process, and maintain various documentation which includes, but is not limited to safety reports, mileage reports, professional meeting reports and requests, etc., as directed.
- Prepare or have prepared all requisitions for textbooks, materials, equipment and supplies used in instruction.
- Furnish data for use in preparation of the annual school budget
- Furnish data used in preparation of various reports required by local, county, state and federal offices
- Process all referral forms for special services, including homebound instruction
- Receive, process and file all student accident reports
- Supervise the publications program
- Supervise the operation of the activities fund
- Administer approved fund drives and campaigns
- Administer requests for use of building and facilities for school functions after school hours
- Assign and delegate responsibilities for the student activities program
- Conduct teacher, parent and student conference
- Plan and organize all programs and details in connection with the graduation season
- Issue employment certifications and be responsible for filing all reports relative to same
- Disseminate bulletins, reports, memos, notices, announcements and other information to the teachers
- Serve as resource person for staff members in graduate work
- Attend and participate in meetings, conferences, programs and committees of secondary school principals organizations and allied educational groups and read frequently current professional literature
- Assist in the planning of in-service growth programs for the staff
- Promote and participate in public relations programs and interpret the senior high school educational program to the public
- Cooperate with other administrative and supervisory personnel in the over-all educational program
- Delegate, from the professional staff, one to act in cases of emergency during his absence
- Execute Board policies as delegated by the supervising principal
- Keep the administration fully informed of significant matters pertaining to the senior high school
- Perform any other administrative functions and supervisory duties assigned by the supervising principal or the associate supervising principal

Supervisory Duties:

- Supervise Principals and other Managers, as assigned

Qualification Requirements:

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.

Confidentiality:

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

Computer Skills:

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows 95/98/00, Office 97, spreadsheets, database, and presentation programs.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

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 stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Up-dated November 30, 2013