

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: Principal – Secondary – Fraser High School

QUALIFICATIONS:

- Masters Degree in Secondary Administration or Secondary Education
- Secondary Teaching Certificate
- Minimum of five (5) years successful teaching experience at secondary level
- Successful experience as a High School Principal preferred
- Valid Michigan Administrator's Certificate or Letter of Eligibility
- Demonstrated ability to provide quality leadership through:
 - A growth mindset
 - Excellent communication skills
 - Strong problem-solving skills
 - Collaboration, coaching, and team building
 - Cultivates and grows relationships with students and staff
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

SUPERVISES: Staff and Students

JOB GOAL: As the chief executive of the school and invested with supervisory and administrative authority over the prescribed educational program and all activities in the school building and on the school grounds, is responsible for the manner in which that supervisory and administrative authority is carried out.

The Principal is involved in the development of the educational program of the entire School District and must be knowledgeable in all phases of secondary education and administration.

ASSIGNED RESPONSIBILITIES:

1. Supervises the instructional staff in the development and implementation of curriculum and student activities
2. Consults regularly with and coordinates the services of the resource personnel so that all classroom teachers may receive effective assistance
3. Implements and supervises the school's educational programs
4. Keeps abreast of trends, developments, and research as they pertain to education and school operation
5. Develops and supports the districts Competency Based Education work
6. Develops and supports the Digital Ecosystem at the High School
7. Directs the activities of school professional and non-professional staff members in the performance of their duties

8. Reports to appropriate Central Office Administrative officers regarding the needs of the school with respect to personnel, equipment supplies, and curriculum
9. Develops a program of public relations in order to further the community's understanding and support of the educational program
10. Administers the school's budgeted allocations
11. Implements Board of Education policies and administrative rules and regulations relating to the school
12. Prepares such reports as may be required
13. Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, media center activities and the like
14. Assumes leadership in the direction of the school's athletic and extracurricular activities
15. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate
16. Prepares and submits the schools' budgetary requests, and monitors expenditures of funds
17. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events
18. Maintains and controls the various local funds generated by student activities
19. Assists in the recruiting, screening, hiring and evaluating of the schools' professional staff
20. Assumes responsibility for the safety and administration of the school plan
21. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal
22. Plans and supervises fire drills and emergency preparedness programs
23. Supervises the maintenance of accurate records on the progress and attendance of students
24. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
25. Recommends the removal of a teacher whose work is unsatisfactory according to established procedures
26. Conducts meetings of the staff as necessary for the proper functioning of the school
27. Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent of Curriculum and instruction may assign

TERMS OF EMPLOYMENT:

In accordance with the Principal's Agreement, salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on evaluation of Administrative Personnel.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.

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