D18 2016

WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES

JOB DESCRIPTION:
High School Principal

WORK SCHEDULE:
Administrator – 12 Month – 260 Days

RESPONSIBLE TO:
Executive Director, Secondary Academic Affairs

SUPERVISES:
High School Assistant Principals
High School Athletic Directors

QUALIFICATIONS:
Valid Ohio High School Principal License, OPES and OTES credentialed

GENERAL DUTIES:

The Principal is the instructional leader who brings together and focuses all of the educational resources and support services available in the delivery of the best possible educational program and services to students. The building's educational program and services will be consistent with the State of Ohio Department of Education Standards and congruent with the policies of the Westerville Board of Education.

SPECIFIC DUTIES:

1. Participation in the development and implementation of district wide policies and programs.
2. Provide leadership in establishing educational goals for the schools.
3. Provide leadership in planning, developing, implementing, and evaluation of curriculum and instructional programs.
4. Provide leadership in the preparation of the school building budget.
5. Maintain a fiscal accounting system for the building consistent with district procedures.
6. Maintain an inventory of all equipment and supplies within the building.
7. Provide assistance in evaluating the condition of the building, grounds, and equipment.
8. Provide leadership and structure for meeting the day-to-day operating needs of the building.
9. Provide leadership in establishing and enforcing regulations for student behavior.
10. Provide leadership in the planning and supervision of extra and co-curricular activities.

11. Provide leadership in the supervision of programs designed to foster the physical, mental, and emotional well- being of students.

12. Provide leadership in establishing programs and activities designed to foster positive relationships among students and between students and staff.

13. Provide leadership in developing a communication plan for students and staff.

14. Effectively evaluate licensed staff through the use of the OTES, OSCES and OPES models of evaluation.

15. Effectively evaluate classified staff in conjunction with appropriate supervisor(s).

16. Ability to recognize the need to build a staff that is representative of the ethnic culture of the building. Assist in the selection, retention, evaluation, reassignment, and promotion of all building personnel.

17. Provide leadership for licensed, classified, and administrative personnel.

18. Provide leadership in the establishment of a positive building climate for the staff members, students, parents and community.

19. Meet with parent school councils and other school support groups.

20. Work with community and other agencies on issues that relate to schools and/or students' welfare in the school or in the community.

21. Provide for the development of a building newsletter which will be distributed to parents at least once during each nine-week grading period.

22. Be responsible for the implementation of a building technology plan.

23. Perform such other tasks and duties and assume such other responsibilities as may be assigned by the Superintendent or designee

All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.