

Board Policy

Code No. 303.5E11

ADMINISTRATIVE DUTIES – HIGH SCHOOL PRINCIPAL

TITLE: PRINCIPAL – BETTENDORF HIGH SCHOOL

QUALIFICATIONS:

1. Master's degree from an accredited institution, with a major in administration and supervision.
2. Additional graduate work related to area of responsibility highly desirable.
3. A valid state certificate from the Iowa Department of Education to practice as a high school principal.
4. A minimum of three years successful teaching experience required.
5. A minimum of two years successful administrative experience required.
6. Iowa Department of Education Evaluator Approval requirement met.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving within the assigned school and other staff members designated by the Superintendent.

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

Makes decisions and demonstrates leadership that supports the mission, goals, and interests of the district and of students.

Curriculum and Instruction

1. Assumes responsibility for the curriculum development and instructional leadership for the total school. Provide the leadership for the evaluation of current curriculum, the development of new curriculum, the revision of existing curriculum, and attendance at department meetings.
2. Establishes and maintains effective instruction programs. This includes appropriate incorporation of educational materials, classroom instruction, and analysis of results. Supervises the teaching and learning of the school.
3. Coordinates building activities associated with the CSIP.
4. Assumes the responsibility for the evaluation of faculty at the high school. This includes meeting state standards and insuring that the observation, conferencing, evaluation and establishing job targets associated with instruction and instructional improvement is satisfactorily completed. This is completed as well as in specifically assigned departments.
5. Responsible for all faculty establishing job targets associated with instruction and instructional improvement.
6. Establishes and/or participates in activities designed to improve instruction and the evaluation of teachers.
7. Develops an overall inservice plan for the building. This includes selecting areas of inservice and creating opportunities for staff growth through such inservice options.

8. Assumes the responsibility to meet all state standards associated with curriculum and instruction. Informs all faculty of these standards.
9. Keeps the appropriate central office personnel informed regarding all curricular and instructional decisions.

Pupil Services

1. Oversees the total student accounting system as it relates to scheduling, attendance, grading, etc.
2. Establishes and maintains appropriate standards of discipline and attendance for the school.
3. Serves as the final discipline option prior to looking for or establishing special programs to meet student's behavior needs.
4. Communicates with parents all general and/or specific information necessary to assist them in decisions regarding the education of their child.
5. Responsible for all pupil records.
6. Responsible for all student activities/organizations associated with the school. Assumes the leadership in the direction of the school's athletic and extra-curricular activities.
7. Responsible for orientation process of all new students to Bettendorf High School.
8. Provides all student information to the appropriate central office personnel.
9. Responsible for all student publications such as program of studies and student / parent handbooks.

Personnel Functions

1. Responsible for all staff records.
2. Responsible for building decisions regarding all personnel (selection, interviewing, hiring, and placement).
3. Responsible for securing all staff needed to effectively run the building (clerical, teaching, custodial).
4. Responsible for planning and conducting all staff meetings. (Team Leaders, administrative meetings, etc.)
5. Responsible for the orientation of new staff to the Bettendorf High School setting.
6. Final say in the building when resolving personnel problems.
7. Responsible for staffing decisions based on student enrollment.
8. Assumes all other personnel duties as assigned by the superintendent.

Building Management

1. Responsible for the total building and coordination of all functions within the building.
2. Responsible for establishing a smooth communication system within the principal's office to all educational communities.
3. Responsible for the registration of all students at Bettendorf High School.
4. Responsible for the appropriate supervision of all events that occur at Bettendorf High School.
5. Responsible for all reports that are necessary at the building level, local level, and state level.
6. Responsible for decisions regarding building utilization.
7. Responsible for the overall physical plant and care for the physical plant.
8. Responsible for the total building budget in the areas of equipment repair, educational supplies, and capital outlay.

Human and Public Relations

1. Responsible for the overall educational atmosphere that exists at Bettendorf High School.

2. Responsible to communicate, in a positive manner, the numerous exemplary activities performed by students and staff.
3. Responsible for publications that go to the community - be they student or staff.
4. Responsible for the overall climate that exists at Bettendorf High School for students, staff, and the community.
5. Responsible for all other human or public relations issues as assigned by the superintendent.
6. Responsible for development and implementation of building level Business-Education-Partnership program.

Professional

1. Responsible for establishing all building goals (in conjunction with District Goals and/or the Comprehensive School Improvement Plan) and effectively communicating such with all staff.
2. Responsible to coordinate and/or serve on numerous other building committees or district committees.
3. Responsible to join appropriate professional organizations and attend professional meetings in order to remain current and up to date (NASSP, SAI, ASCD, etc.).
4. Maintains current level of administrative certification through appropriate growth activities.

General

1. Reports to the appropriate central office personnel on all matters of a critical nature.
2. Participates in administrative meetings and such other meetings as required or appropriate.
3. Responsible for the implementation and observance of all Board policies and regulations by the school's staff and students.
4. Assumes all other duties as assigned by the superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrative Evaluation.

*Revised: June 21, 2004 Approved: June 21, 2004
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