

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: High School Principal

REPORTS TO: Associate Superintendent

JOB SUMMARY: Provide leadership in the areas of staff development, instructional skills, problem solving, teambuilding, master scheduling, school/community relations, strategic planning, the development of the school vision and mission statements, and in providing a safe/orderly environment conducive to learning.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreements.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Manages the hiring of all professional and non-professional staff for the high school.
4. Creates, monitors, and manages the building budget.
5. Monitors the school curriculum and continue to make necessary improvements and modifications to ensure a comprehensive education for students.
6. Monitors the school athletic program.
7. Supervises and evaluates the instructional performance of all professional staff along with the assistance of the building management team.
8. Manages the completion of all building level reports for central office.
9. Manages all instructional and non-instructional activities throughout the building on a daily basis, making appropriate recommendations for improvement as needed.
10. Implements programs to improve student performance on state tests, including but not limited to graduating credits and programs.
11. Maintains active involvement with all committees in the district.
12. Performs other duties as assigned.

QUALIFICATIONS: Five (5) years experience in public education necessary, including secondary school instruction. Assistant principal or supervisory experience required. Masters degree required. Proper Pennsylvania administrative certification required.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

SENSORY ABILITY: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

CLASSIFICATION: Professional Staff, Instructional Meet and Discuss 12 month classification. Cabinet Code – D.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

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