

**UPPER ARLINGTON CITY SCHOOLS
JOB DESCRIPTION**

Position: High School Principal

Reports to: Director of Secondary Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

Salary: Level VI Administrative Salary Schedule, Commensurate with Experience

Description: Provides visionary educational leadership at the high school level to certificated and classified team members and facilitates an educational setting that promotes a positive learning experience for all high school students

NOTE: The lists below are not ranked in order of importance

Qualifications:

- Master's degree (M.A.) or higher from an accredited college or university
- A Valid State of Ohio certification/license
- Five to ten years of successful classroom teaching and building administration experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Teaching experience at the 7-12 level
- Knowledge of overall instructional technology
- Knowledge of word processing, database, and spreadsheet software

Essential Functions:

- Ensure the safety of students
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Supervise the operations of the buildings, grounds, and other school property
- Establish and maintain a positive public relations program
- Direct, oversee, supervise, and evaluate the instructional and guidance programs and the work schedule for all assigned personnel
- Establish guidelines for proper student conduct, attire, and discipline

- Monitor and resolve problems with student attendance
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Conduct regular staff meetings
- Attend special events, functions, and athletic events
- Oversee the maintenance of records and controls in the funds of the school activity account
- Supervise the maintenance of student records
- Supervise and evaluate classroom teachers, classified staff, Guidance Counselors, Assistant Principal, and Athletic Director
- Organize, administer, and direct all student activities
- Responsible for the requisition of supplies, textbooks, equipment, and other necessary materials
- Prepare and submit the building budgetary request
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion, and/or retention of all students
- Establish a procedure for the withdrawal of students from the school
- Review teacher lesson plans
- Direct and coordinate the classified staff assigned to the high school
- Oversee the recording and reporting of all building employee leaves
- Schedule educational assemblies for the student population
- Supervise the development of the curriculum, in cooperation with the staff and the Superintendent
- Utilize the Ohio High School Standards as a guide for program development and evaluation
- Oversee staff assignments and assist in the development of the master schedule
- Counsel students regarding their academic, social, and personal problems in cooperation with Guidance Counselors
- Respond to and appropriately handle complaints of parents
- Coordinate custodial service at the high school with the maintenance supervisor
- Cooperate with juvenile court authorities and other law and social enforcement agencies
- Appraise the performance of teachers through class visits and conferences for the purpose of improving instruction, and assisting teachers with any problems
- Inform teachers and other employees regarding the purposes and policies of the school
- Plan and schedule school events
- Prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent
- Assist in the selection, retention, and promotion of certified and non-certified personnel assigned to the high school
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Ensure that after-school activities are chaperoned and that the building is closed after such activities have concluded
- Report serious accidents, burglaries, and incidents of an unusual nature to the proper authorities as quickly as possible
- Plan experimentation and ongoing curriculum improvement for the high school
- Coordinate in-service education programs for the high school staff
- Introduce certified personnel to the school and community
- Coordinate the work of special teachers who are assigned to the high school

- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEPs, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students, and parents
- Promote good public relations

Other Duties and Responsibilities:

- Recommend subjects to be taught, books, and other teaching materials
- Maintain control of all inventories, requisitions, distribution, and accounting for supplies, textbooks, and equipment
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

Equipment Operated:

- Telephone
- Copy machine
- Computer
- Printer
- P.A. system
- School Safety Systems

Additional Working Conditions:

- Frequent weekend/evening/summer work/occasional overnight
- Occasional operation of a vehicle under inclement weather conditions
- Occasional exposure to blood, bodily fluids, and tissue
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Occasional interaction among unruly children
- Frequently move and position oneself as necessary to access and operate equipment
- Frequently move around the workspace and travel throughout the school building

Employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District.

The Upper Arlington City School District Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation and transgender identity, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category, in its program and activities, including employment opportunities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The

incumbent will be required to follow the instructions and perform the duties assigned by the incumbent's supervisor and/or appointing authority.