



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** High School Principal

**F.L.S.A.** Exempt Administrative

**QUALIFICATIONS:** A minimum of two (2) years of successful teaching and Missouri Principal certification.  
\*Prior principalship experience preferred.  
\*Effective communication skills.  
\*Effective team-building skills.  
\*Effective organizational skills.

**REPORTS TO:** Director of Secondary Education

### **MAJOR POLICY RESPONSIBILITIES:**

The High School Principal is responsible for providing effective instructional leadership and is accountable for the school's operation. Major responsibilities include the educational program, professional and classified staff, student development, facility maintenance and management, fiscal management activities, and developing effective community relations.

### **ESSENTIAL JOB FUNCTIONS:**

1. Leads in the development, implementation and communication of educational goals.
2. Provides strong and positive educational leadership in organizing, developing and administering the instructional program of the assigned school.
3. Utilizes test scores to identify areas of strength and weakness. Communicates this information to staff for curriculum goal setting.
4. Provides leadership in developing the necessary climate for change and growth within the school.
5. Supervises teaching staff and programs in accordance with building and district philosophy.

6. Assists the Assistant Superintendent for Human Resources in selection, assignment, orientation and evaluation of all personnel for whom she/he has supervisory responsibility.
7. Provides for effective and efficient day-to-day operation of school facilities that are conducive to a positive learning environment.
8. Demonstrates effective organizational skills and completes duties promptly and accurately.
9. Establishes and maintains effective discipline in the school and promotes a positive school climate.
10. Demonstrates knowledge of finance and budget within the specific area(s) of authority and discharges the responsibility for making expenditures in accordance with the operational philosophy of the Board of Education.

**OTHER JOB FUNCTIONS:**

1. Participates in the process of district high school study group ensuring that building goals are congruent with the district strategic plan.
2. Reviews lesson plans and confers with teachers to link teaching/learning activities to the educational goals.
3. Develops and demonstrates effective communications through regular staff meetings, weekly building communications, newsletters, and personal contacts.
4. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
5. Oversees custodial, cafeteria operations and other support services to maintain an efficient, clean, safe, attractive and functional facility.
6. Ensures that transitional programs are in place for incoming students.
7. Develops a comprehensive co-curricular and extra-curricular program that supports the development of students.