



POSITION AVAILABLE

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OPEN

POSTING DATE: 02/04/2010

CLOSING DATE:

POSTING NUMBER: ABP1025

LOCATION: T.C. Williams High School

POSITION: Principal

JOB QUALIFICATIONS: Must qualify for Administration & Supervision endorsement. Masters degree in job related area.

JOB DESCRIPTION: The job of Principal, TC William High School was established for the purpose/s of directing the instructional program of a large, comprehensive senior high school housing a multicultural, diverse student body; manage an extensive parent/community program.

DUTIES AND RESPONSIBILITIES:

1. Advises the administration on activities in the school for the purpose of submission of required reports and responds to administration's written and oral requests for information.
2. Assures the proper evaluation of student progress and the effectiveness of the program for the purpose of determining what practices or objectives to maintain or modify.
3. Collaboratively develops and implements a school improvement plan for the purpose of supporting increased student success.
4. Communicates for the purpose of establishing and maintaining a professional relationship within the school/school division and with parents, employees and community.
5. Communicates a clear vision of excellence and pursues that excellence in a manner for the purpose of providing consistency with the goals of the school division.
6. Coordinates and supervises all extracurricular programs for the purpose of maintaining high standards of student conduct and enforcing discipline.
7. Coordinates the daily operations for the purpose of maintaining the safety of the facility/office/departments and responsibly and efficiently manages fiscal and/or other resources.
8. Cultivates and facilitates for the purpose of providing leadership development in staff members through the provision of leadership opportunities.
9. Directs the establishment for the purpose of maintaining of the school philosophy and educational program consistent with community characteristics and school system goals

and practices and implements and enforces School Board policies and regulations.

10. Practices ethical standards appropriate to the profession for the purpose of ethically resolving issues and promotes a climate of collaboration and collegiality.

11. Prepares the school budget for the purpose of monitoring the expenditure of funds, providing for adequate inventories of school property and for the security of and accountability for that property, and for assuming responsibility for the safety, security and appearance of the school plant.

12. Provides direction and support for the purpose of accomplishing instructional, curricular, and/or program requirements.

13. Reviews programs and services for the purpose of assessing how will they meet the needs of students/employees/school division.

14. Selects, instructs, supports, and evaluates for the purpose of retaining quality instructional and support personnel.

15. Selects, orients, assigns, supervises and evaluates staff for the purpose of attaining the objectives of the educational program.

16. Uses problem solving techniques for the purpose of identifying, analyzing, and resolving problems.

17. Utilizes a variety of data sources for the purpose of making informed decisions for enhancing student/employee/program performance.

18. Performs other tasks and assumes such other responsibilities as may be required for the purpose of ensuring an efficient and effective work environment.

REQUIRED EXPERIENCE:

1. Three years of teaching experience at the secondary level. 2. Three years experience as a secondary school administrator.

EMPLOYMENT INFORMATION:

This job reports to Superintendent or designee. Applicant names will be referred to search consultant.

MONTHS / HOURS:

12 month/(240 days) eight hours a day.

SALARY:

TBD Depending on qualifications.

DAYS:

240

FROM - TO -

GRADE / STEP:

START DATE:

July 1, 2010

For additional information on how to apply, click [here](#).