

# **YORK SUBURBAN SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE:** SENIOR HIGH SCHOOL PRINCIPAL

**QUALIFICATIONS:** 1. Pennsylvania secondary school principal certification  
2. Minimum of three years secondary administrative experience

**REPORTS TO:** Assistant Superintendent, Superintendent

**JOB GOAL:** The senior high school principal is the educational leader of the high school program and is directly responsible for its administration, supervision, and evaluation. Delegation of certain specific responsibilities is expected. Assistance in supervision is provided by department chairpersons and assistant principals.

**PERFORMANCE RESPONSIBILITIES:**

1. Develop a total program of studies for students commensurate with the school district's mission and goals.
2. Supervise the overall instructional program with careful consideration and attention being given to courses of study, student needs, and current instructional techniques and technology.
3. Assist in the development of curriculum consistent with state and local regulations.
4. Develop an effective program whereby professional employees will be encouraged and made responsible for assisting in the selection of textbooks, library books, and teaching resource materials through their departments.
5. Show a personal interest in and be responsible for the general welfare of students.
6. Supervise instruction for the purpose of assisting professional employees to improve or enrich their instruction.
7. Evaluate staff under the guidelines established by school district procedures and policy.
8. Assist the superintendent (or designee) in the selection and induction of staff.

9. Assign teaching and other duties to all professional employees in accordance with existing policy and certification classification.
10. Assist in the development of staff development and in-service programs on the district and building level as well as attending and participating in workshops, conferences, and educational meetings.
11. Develop the overall climate of school discipline as stated in established school policies.
12. Coordinate the efforts of all staff to maintain a clean and safe facility that is conducive to learning.
13. Develop a public relations program that is conducive to strong parent-teacher-student understanding and acceptance of the mission and goals of the total school program.
14. Maintain high levels of student and parent involvement in the schools.
15. Develop the master schedule and oversee preparation of student schedules.
16. Ensure that comprehensive cumulative school records are maintained for each student.
17. Coordinate student activities with the instructional program.
18. Oversee the extra-curricular programs and the administration of the athletic program under the direction of the athletic director.
19. Prepare an annual budget, request and procure instructional materials and supplies, and maintain a complete, up-to-date inventory of all books and supplies.
20. Administer the high school activities account funds in accordance with state and local guidelines and provide periodic reports to the board as to the financial condition of these funds.
21. Report matters of general interest or concerns surrounding the total high school program to the superintendent (or designee).
22. Utilize knowledge of current educational research and literature to make recommendations for change.
23. Work cooperatively with other administrators and school personnel to articulate the education process between various grades/levels.

24. Attend school board meetings and consult with the school board in an advisory capacity when requested.
25. Participate and, at times, facilitate school and district-wide committees.
26. Perform such other duties as requested by the superintendent or assistant superintendent.

**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 40 lbs.  
Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Typical classroom environment  
Subject to inside and outside 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 school/office equipment

(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.)

**TERMS OF EMPLOYMENT:**

Twelve (12) month position

Salary, work schedule and other conditions of employment in accordance with current district applicable policies.

*The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Date Approved / Revised** \_\_\_\_\_

The York Suburban School District is an Equal Opportunity Employment, Educational/Service Organization.