

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
SECONDARY PRINCIPAL**

Summary: Directs and coordinates educational, administrative, counseling, extra and co-curricular activities, and supervises all staff of a Middle School or High School by performing the following duties personally or through subordinate supervisory to ensure that the goals of the District are reached. The Secondary Principal reports directly to the Deputy Superintendent for Instruction. The position includes the duties and responsibilities below and other functions as assigned by the Deputy Superintendent for Instruction.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Provides leadership for the development, implementation, improvement and evaluation of the instructional program ensuring conformance to state standards, the District's mission statement, and Board of Education goals and policies.
2. Develops and coordinates educational programs through meetings with staff, review of teachers' activities, staff development and issuance of directives.
3. Confers with teachers, students and parents concerning educational and behavioral problems in school.
4. Establishes and maintains relationships with colleges, community organizations and other schools to coordinate educational services.
5. Requisitions and allocates supplies, equipment, and instructional material as needed.
6. Directs preparation of the master schedules, staff assignments, student scheduling, accumulative records and attendance reports.
7. Monitors the safety and security of school facility.
8. Plans, monitors, and supervises the school's budget and finances.
9. Oversees plant maintenance.
10. Maintains active and positive relationships with students, parents and staff.
11. Assumes responsibility for the implementation of all Board policies and regulations.
12. Attends special events held to recognize student achievement, and attend school sponsored activities, functions, and athletic events.

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Secondary Principal

13. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
14. Assist in the recruiting, screening, interviewing, hiring, training and evaluating of the school's instructional staff.
15. Assumes responsibility for the safety of students and staff. Plans and supervises fire drills and an emergency preparedness program.
16. Be aware and involved in all department fund-raising events and assumes responsibility for the proper handling of funds. Manage a petty cash fund.
17. Be responsible for the inventory of school property and for the security and accountability of that property.

Reports to: Deputy Superintendent for Instruction
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools