

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Principal - High School

EXEMPT: Yes

SALARY LEVEL: Determined by the Administrative Salary Schedule

LOCATION: Plymouth High School

REPORTS TO: Superintendent and or Designee

PREPARED BY: Daniel Tyree, Dr. John Hill

DATE: 12/16/06

APPROVED BY: Dr. John Hill

DATE: 12/16/06

JOB GOALS: Directs and coordinates educational, administrative, and counseling activities of the high school by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Evaluates educational and extra curricular programs, assistant principals, and of the certified staff to insure conformance to state and school board standards and policies.
2. Coordinates educational programs through meetings with staff, meeting with superintendent, meeting with assistant superintendent, department's activities, and issuance of directives.
3. Confers with teaching personnel, pupils, and parents on matters pertaining to educational extra curricular 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. Supervises assignment of teachers and pupils to classes.
7. Assists head custodian in supervisory of custodians and maintenance personnel.
8. Assumes responsibility of safety of plant.
9. Plans and supervises emergency preparedness programs.
10. Supervises preparedness of reports for superintendent's office.
11. Supervises maintenance of student records.
12. Oversees development, implementation, and evaluation of the School Improvement Plan.
13. Oversees development, implementation, and evaluation of building level Staff Development Plan.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 10 to 80 classroom teachers and support staff within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recruiting, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems, and supervising extra curricular events.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience. Must hold a valid Indiana Secondary Administrator's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; stylus; projector; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

230 days. Salary to be determined by the Administrative Salary Schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of corporation policy and state law.

Revised 12/27/06