

Chambersburg Area School District
Job Description

Title: Senior High School Principal

Reports To: Superintendent or his designee

DUTIES:

Essential Elements:

1. The High School Principal will systematically and collaboratively develop a positive culture to promote continuous student growth and staff development. The leader articulates and models a clear vision of the school's culture that involves students, families, and staff.
2. The High School Principal will ensure that the school has processes and systems in place for budgeting, staffing, problem solving, communicating expectations and scheduling that result in organizing the work routines in the building. The school leader must efficiently, effectively, and safely manage the building to foster staff accountability and student achievement.
3. The High School Principal assures a Standards Aligned System is in place to address the linkage of curriculum, instruction, assessment, and data on student learning and teacher effectiveness based on research and best practices.
4. The High School Principal promotes the success of all students, the positive interactions among building stakeholders, and the professional growth of staff by acting with integrity, fairness and in an ethical manner.
5. The High School Principal is responsible for graduation requirements of grades (9-12) in coordination with the Director of Curriculum and Instruction.
6. Responsible for the supervision and evaluations of all personnel assigned to the senior high school, rating performance, preparing exit statements and conducting exit interviews where your presence would support improved performance.
7. Responsible for mentoring and coaching the assistant principals and future leaders of the high school through formal and informal meetings individually and in small groups that support their professional growth plan.

8. Coordinates and directs the work of the assistant principals of the Chambersburg Area Senior High School including:
 - a. Policy development
 - b. Financial accounting
 - c. Instructional supervision
 - d. Evaluation of programs, staff and students
 - e. Communications
 - f. Budget development
 - g. Discipline
9. Screens, interviews and recommends in cooperation with the appropriate staff, candidates for positions in the Senior High School to the Superintendent.
10. Responsible for the athletic program of the Chambersburg Area Senior High School.
11. Works in cooperation with the Supervisor of Buildings and Grounds to establish and maintain a long range plan for facility maintenance and upkeep of the Senior High School.
12. Assists the Superintendent in the preparation of the annual budget for the Senior High School.
13. Attends professional meetings, conferences, and conventions where our representation can be of benefit to the District.
14. Attends all meetings of the Board of School Directors.
15. Performs other duties as assigned by the Assistant Superintendent and Superintendent.

Employment Status: Act 93 Administrator, Senior High School Principal

Minimum Requirements:

- Masters or higher degree in education along with a valid Pennsylvania Principal Certification required

Working Conditions: Inside (75%)

Essential Requirements: Ability to deal with people, make quick decisions, supervise a diverse workforce, read, write, and speak publicly.

Sensory Abilities: Speaking, hearing, seeing with visual acuity

Physical Demands:

	Hours at a time:	Hours per day:	
Standing:	0-2	0-5	
Walking:	0-2	0-2	
Sitting:	2-4	2-4	
Driving:	0-1	0-1	
	Maximum:	Occasional:	Frequently:
Lifting:	1-10 lbs.	1-10 lbs.	1-10 lbs.
Carrying:	1-10 lbs.	1-10 lbs.	1-10 lbs.
Push/Pull:	1-10 lbs.	1-10 lbs.	1-10 lbs.
Climbing:	Occasionally	Shoulder reach:	Occasionally
Bending:	Occasionally	Twisting:	Occasionally
Crawling:	None	Squatting:	Occasionally
Overhead Reach:	Occasionally	Kneeling:	None
	Hands:	Feet:	
Repetitive Motion:	Yes	No	
Simple Grasping:	Yes	No	
Fine Manipulation:	Yes	No	
Impact tools:	No	No	

Comments:

- Lifts/carries papers, office supplies, and small office equipment of usually no more than 10 pounds. Occasionally climbs stairs in buildings.
- May occasionally reach at and above shoulder level when securing files and/or records
- Requires use of hands in repetitive motion when using computers.
- Requires use of hands for writing, use of computers, simple grasping, manipulation, and push/pull functions.

Signatures:

Manager _____

HR _____

Employee _____

Date _____