



## Principal – Secondary



### Job Overview

The job of Principal - Secondary was established for the purpose of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at a middle/high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students. Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others. Utilization of some resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

This job reports to the Assistant Superintendent of Secondary Schools.

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### Job Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Delegates responsibility for a variety of administrative functions to Assistant Principal(s) and other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Asst. Superintendent and/or Superintendent.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Advises on policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g., facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares a wide variety of materials (e.g., quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g., budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Orients and assists new staff and students and provides opportunities for their input in the school program.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*



## **Working Environment**

Work is performed in a standard office environment.

Generally, the job requires 60% sitting, 10% walking, and 30% standing.

Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

## **Qualifications**

**Minimum experience:** Three years of experience as a certified teacher, plus three years of experience in an administrative role.

**Minimum education:** Master's degree in job related area.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- **KNOWLEDGE:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, concepts of management and supervision; and best practices in education and educational administration.
- **SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.
- **ABILITY:** Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff, and community; motivating staff; and adapting to changing work priorities.

**Required Testing:** None Specified

**Continuing Education/Training:** Maintain Licensure

**Required Certificates and/or Licenses:** Administrative License Granted by the Tennessee Board of Education

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Certified

*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*