

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Secondary Principal
QUALIFICATIONS:	Administrator's Certification for the Appropriate Level
REPORTS TO:	Director of Secondary Schools

PERFORMANCE RESPONSIBILITIES:

1. Provides instructional leadership in developing and implementing educational programs designed to meet the needs of all students and to meet accreditation standards.
2. Assures implementation of State Oklahoma Academic State Standards district curriculum.
3. Develops site improvement plans.
4. Develops and communicates site goals.
5. Coordinates professional development activities for faculty and staff.
6. Implements and promotes district policy, procedures, and initiatives.
7. Develops teacher and student handbook.
8. Submits reports to appropriate administrators as requested in a timely manner.
9. Coordinates parent, faculty and student groups to enhance educational programs and activities.
10. Supervises and evaluates personnel.
11. Coaches staff for improved performance.
12. Assists in the recruitment, selection, retention, promotion and assignment of personnel.
13. Establishes and updates site crisis plan and exercises decisive leadership in crisis situations.
14. Manages student data systems.
15. Coordinates with appropriate child nutrition personnel to identify student eligibility for federal programs.
16. Supervises adoption of all course offerings, textbooks and instructional materials.
17. Assists in the preparation of master/student schedules.
18. Supervises or assigns supervision all school activities.
19. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
20. Manages budgets according to instructional needs.
21. Approves all requisitions and work orders for the site.
22. Assists Directors in coordination of transportation, custodial, cafeteria and other support services.
23. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
24. Participates in Individualized Educational Plan (IEP) conferences as needed.
25. Performs other duties as assigned by the supervisor.
26. Promotes collaborative and positive school culture through relations with faculty, families, students, and community members.
27. Promotes environment where principals and faculty are visible and accessible to students, family, and community members.
28. Utilizes and promotes the use of technology at all levels.
29. Manages facility responsible (i.e. building is clean and well organized and district policies are followed).
30. Leads the improvement of student achievement through faculty collaboration.
31. Requisitions for textbooks, supplies, and equipment and maintains appropriate receipts and records.
32. Maintains confidentiality.
33. Abides by all district policies and state and federal laws.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Director of Secondary Schools.

PHYSICAL DEMANDS:

Ability to continuously stand and walk.
Ability to bend, climb stairs and lift frequently.
Ability to lift up to 10 pounds frequently.

Adopted: February 2001
Revised: 12-08-08
Revised: 12-8-14