



**QUALIFICATION AND DUTIES OF MIDDLE SCHOOL/HIGH SCHOOL PRINCIPAL**

**EDUCATION/CERTIFICATION:** The middle school/high school principal must have a minimum of a Masters Degree and must hold the proper Wisconsin certification for the position.

**EXPERIENCE:** The middle school/high school principal must have at least three years of successful teaching experience at the secondary level.

The middle school/high school principal shall be responsible to the District Administrator and will be responsible for the effective and efficient operation of the middle school/high school program. He/she shall assist in the interpretation and execution of all policies of the Board.

In addition, the middle school/high school principal shall:

Be responsible for the assignment, scheduling and supervision of all staff assigned to the middle school/high school.

Attend professional activities as necessary to remain current with recent educational theory and development.

Prepare and submit such reports as may be necessary.

Provide instructional leadership to staff through a program of supervision, in-service and staff evaluation.

Be responsible for a program of student discipline.

Be responsible for all students' scheduling and grade reporting, grades 6-12.

Provide for all programs of orientation for staff, students, parents or community members.

Coordinate and supervise all special and annual middle school/high school activities such as commencement, homecoming and awards programs.

**Policy 231.2 Continued:**

Review and administer all grades 6-12 budgets and accounts, including requisitions.

Be responsible for the general maintenance of the middle school/high school building.

Implement programs for student health and safety, including curricula and cleanliness.

Provide leadership for middle school/high school and recommend changes and additions as necessary.

Provide leadership for all district committees as assigned by the District Administrator.

Implement an effective and on-going program of communications and public relations for the high school.

Administer the use of district vehicles.

Plans and supervises fire drills and an emergency preparedness program.

Work cooperatively with the elementary principal in scheduling shared staff members.

Perform such other duties as may be assigned by the District Administrator.

Adopted: August 1973  
Revised: November 1986  
October 1988  
April 1991  
October 1995  
May 2000