

**SOMERS PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** SHS Principal

**REPORTS TO:** Superintendent of Schools

**OVERVIEW:**

- A. The High School Principal is responsible for the operation of the high school in accordance with policies and regulations prescribed by the Board of Education and the Superintendent of Schools. The budget, curriculum program, assignment, and supervision and evaluation of all staff members, student discipline, and effective communication with parents and the school community are general responsibilities of the high school Principal.
- B. The High School Principal reports to the Superintendent of Schools. The Superintendent prepares the written evaluation based on the Board of Education approved evaluation procedures.
- C. With respect to special education programs and programming for exceptional children, the Principal and the Director of Pupil Services have a shared responsibility and a cooperative relationship. The Director of Pupil Services has the responsibility for establishing and implementing programs. The Principal has the responsibility for administering the day-to-day operation of these programs. In the case of special education teachers both administrators share in the evaluation process.
- D. A cooperative relationship exists between the Principal and the Director of Business Services as it pertains to high school transportation, maintenance, and food service programs. Control of the school budget by accounts is the responsibility of the Director of Business Services while all school purchasing is the responsibility of the Principal.

**QUALIFICATIONS:**

- A. Meet all of the certification requirements of the State of Connecticut.
- B. Be prepared academically in the field of educational administration with work in teacher evaluation and supervision, and be knowledgeable in the related fields of child development, guidance, reading and math education, special education, special services, and high school level education.
- C. Have demonstrated the ability to evaluate and develop curriculum and make instructional improvements.
- D. Demonstrate ease in utilizing the latest technology for reports, presentations, and analysis of data.
- E. Demonstrate the ability to communicate effectively orally and in writing.
- F. Demonstrate effective collaborative skills to work in concert with administrative colleagues and district educators.

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**DUTIES & RESPONSIBILITIES:**

Supervision and Evaluation of Staff:

- Participates in the selection and appointment of new staff members.
- Observes classroom teaching and conferences teachers regarding it.
- In conjunction with the Director of Pupil Services and the Assistant Principal, supervises and evaluates all support personnel and their respective programs.
- Provides supervisory help to solve teaching problems and to improve instruction.
- Promotes the professional growth of each staff member.
- Prepares annual written evaluations of certified staff members.
- Supervises and evaluates the performance of non-certified personnel in accordance with appropriate collective bargaining agreements.
- Supervises the duty assignment of teachers in the high school.

Curriculum/Instruction Supervisor:

- Coordinates scheduling and the organization of the school.
- Coordinates and articulates the curriculum within the high school and how the curriculum impacts grades K-12.
- Oversees system-wide and school-based testing and evaluation.
- Evaluates the instructional program through a variety of means.
- In concert with the Director of Curriculum implements, evaluates, and maintains all curriculum programs and provides necessary formative and summative evaluations.

Budget/Facilities Management:

- Prepares the budget for the high school.
- Administers the budget in an effective manner.
- Prepares reports and shares information regarding budget, spending, and account balances.
- Establishes appropriate security and safety procedures.
- Assures the appropriate use of texts, instructional supplies and equipment.
- Assists the Director of Business Services and Supervisor of Buildings & Grounds with the overall management of the school facility.

Student/Parents/Guardians:

- Maintains positive, fair and consistent school discipline, in conjunction with the assistant principal.
- Promotes and communicates school regulations to parents, students, and staff members.
- Safeguards the health and well-being of students and staff members.

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- Institutes effective systems of communication and services to parents and citizens in order to explain the educational programs and goals of the school and to respond to other parental, citizen, or community issues.
- Administers the student activities program and the interscholastic athletic program with assistance from the district-wide Athletic Manager/Director.

Professional Development:

- Accepts responsibility for personal professional growth and development on a consistent and continual basis.
- Utilizes research and published materials pertinent to the profession.
- Periodically updates planning, organizing, budgeting, technology and communication skills.
- Provides leadership through study, supervision, and the evaluation of programs.
- Determines and plans professional development opportunities to meet the needs of the school.

Other:

- Completes assigned tasks and projects per the Superintendent of Schools.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.*

**SUPERVISES:** All certified and noncertified staff assigned to the high school

**SALARY:** As set by contract schedule between the Board of Education and the Somers Administrators Association.

**LENGTH OF WORK YEAR:** Twelve months

**DATE:** 08/13/2018