

SERIES 200 – ADMINISTRATION

Building Principals – 230

Job Description of the 7-12 Building Principal (232.1)

BASIC FUNCTION

The 7-12 Building Principal is directly responsible for all instructional, staff, and student activities in the 7-12 building. The 7-12 Building Principal shall act in an advisory capacity to the Superintendent on all matters pertaining to the formulation and execution of board policy. The 7-12 Building Principal shall be directly responsible to the Superintendent for the performing of all assigned tasks and duties, organization, and administration with their buildings.

REPORTS TO: Superintendent

SPECIFIC RESPONSIBILITIES

A. Instructional Programs

1. Shall be responsible for assisting in the development of the several curricula, and in planning and adapting the courses of study to the needs and interests of the children in his/her building.
2. Shall cause parents to be notified, at least four weeks prior to the close of each grading period, of any poor or failing work.
3. Shall coordinate the Early College Credit Program and Technical College Course Program for eligible high school students.
4. Constantly appraise and evaluate the 7-12 instructional programs.
5. Be aware and active of student instructional needs with the grading components of the report card given annually to Brookwood Jr. & Sr. High School by the Wisconsin Department of Public Instruction.

B. Fiscal Affairs

1. Shall be responsible for assigned responsibilities in the preparation, control, administration, and implementation of budget matters pertaining to their buildings in accordance with procedures developed by the Superintendent and District Business Agent.

C. Community Relations

1. Shall be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
2. Encourage and promote a cooperative relationship between teachers and parents.
3. Inform parents and community members of school activities, needs, and achievements through news releases, school newsletter, and through announcements.

D. Personnel

1. Shall be responsible for administrative detail concerning all certified and non-certified staff in the 7-12 building.
2. Shall work cooperatively with the teaching staff for the best interest of children.
3. Shall actively promote professional growth.
4. Evaluate professional staff using the educator effectiveness process as directed by the Wisconsin Department of Public Instruction.
5. Shall screen applicants and cooperate with the Superintendent in the selection of new professional staff for the 7-12 building. (The Superintendent will make final employment recommendations to the Board of Education.)
6. Shall screen applicants and cooperate with the Athletic Director in the selection of new coaches for 7-12 district sponsored athletics. (The Superintendent will make the final employment decision).
7. Conduct regular meetings of the 7-12 faculty.
8. Shall evaluate and write performance reports on all non-certified 7-12 staff and coaches and forward these reports with employment recommendations to the Superintendent.
9. Collaborate with the all administrative staff to arrange and schedule proper in-service programs which meet the needs of the teachers.
10. Collaborate with the all administrative staff to formulate rules and regulations for the staff and create a handbook in reference to operation and function of the building.

E. Operations

1. Shall be responsible for the matters pertaining to the health and welfare of the children and teachers in the 7-12 building.
2. Shall be responsible for the attendance, conduct, and discipline, including suspension, of the students.
3. Shall be responsible for organizing the lunchrooms, and noon hours in the best interests of the students and instructional programs of the school.
4. Shall not absent himself/herself from school and students without leaving a responsible person in charge to assume his responsibilities.
5. Shall be responsible for the supervision of all student activities in the 7-12 building.
6. Shall be responsible for the student parking lot area before, during, and after school hours and is responsible for maintaining a safe driving area on school grounds.
7. Shall oversee a proper flag display on school grounds.
8. Shall approve all 7-12 field trips.
9. Shall coordinate with the Elementary Principal the following emergency plans:
 - a. A minimum of nine unannounced fire drills per school year with a recording of the time required to evacuate the building.
 - b. A minimum of one unannounced tornado drill per school year.
10. Responsible for the development of the master schedule.
11. Develop individual student schedules with the assistance of the district's Guidance Counselor.
12. Be present during Parent/Teacher Conferences.
13. Shall track and identify all Grade 7-12 "At-Risk" students, and will follow procedures established in Board Policy 342.4 and 342.4 Rule.

F. Executive

1. Shall be assigned the role of the school district's testing assessment coordinator. (See Board Policy 238.1)
2. Shall keep the Superintendent of Schools completely and continuously informed as to the condition of the schools, its operation, and activities

therein, and shall, report to the Board of Education at regular or special meetings at the request of the Superintendent.

3. When the police, firemen, or paramedics are called to the schools, the 7-12 Principal shall inform the Superintendent, or if the Superintendent is not available, the School Board President or Clerk of the incident as soon as practical, but not longer than twenty-four hours following the incident.
4. Handle all complaints affecting the 7-12 area of the school building, inform the Superintendent of such complaints, investigate the facts of the complaints, and refer the incident to the Superintendent when satisfactory adjustment cannot be made.
5. Assist in the accumulation of data when assigned so by the Superintendent to aid in the completion of federal and state mandated reports.
6. Shall work with the Elementary Principal, Director of Special Education, Network Administrator and Clerical Staff to make sure school district student demographic data is properly and correctly entered into Skyward.
7. Shall perform such other duties as may be assigned by the Superintendent.

G. Records and Information

1. Shall be responsible for the classifications, promotions, or retention of students within the 7-12 building, consistent with Board of Education policy and regulations.
2. File necessary disciplinary actions including detentions, suspensions and expulsions as per school policy.

H. Research and Development

1. Attend Superintendent approved conferences, meetings, in-services, and classes to assure his/her professional growth and development.
2. Keep abreast of literature relating to new products, services, techniques, skills and research in the field of education.

Approved: 1/16/06

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