

BROADALBIN-PERTH CENTRAL SCHOOL

POSITION DESCRIPTION

Position Title: Secondary Principal
Reports To: Superintendent
Prepared By: Superintendent of Schools
Approved By: Stephen M. Tomlinson, Superintendent
Date: July, 2009

Summary: Provides instructional leadership to staff including: curriculum planning, review, and implementation as well as professional development. The principal is responsible for building administration and the safety, security, and welfare of students and staff.

Essential Duties and Responsibilities:

- Interacts with students to model positive character traits, and to encourage students to reach their highest level of academic performance
- Responsible for the creation of a positive learning environment for students and staff
- Responsible for the supervision of students and enforcement of the student code of conduct, as guided by Project SAVE
- Manages all building staff personnel in conjunction with other colleague supervisors
- Responsible for constructing and implementing the building master schedule and examination schedules
- Responsible for the delivery of all secondary mandated instruction as per Part 100 of the NYS Commissioner's regulations.
- Responsible for implementing, and staying current with, the academic program that meets New York State Learning Standards, including the state assessments, and the requirements of the federal "No Child Left Behind" Act.
- Responsible for the collection and submission of academic data required by the State Education Department
- Working closely with the Director of Special Programs, the principal implements IEP's, and Section 504 regular education accommodation plans.
- Completes performance reviews for all instructional staff
- Responsible for the character development program and student assessment reporting to parents
- Responsible for the co-curricular program in the school and supervises same
- Prepares, submits requests, and manages the approved building level budget
- Develops and nurtures relationships with parent groups, individual parents, school volunteers, and outside agencies
- Implements Board of Education policy
- Coordinates the recruitment and selection process for professional staff vacancies and recommends candidates to the Superintendent

- Conducts faculty meetings on a regular basis and attends departmental and grade level meetings
- Facilitates teacher-parent conferences
- Plans and administers High School Graduation Exercises (if applicable)
- Other duties that may assigned by the Superintendent of Schools

Education/Experience/ and State Certification:

- Minimum requirements include Masters Degree, Five years teaching experience, and valid NYS School Administrators and Supervisors (SAS) certification