

**TITLE:** **PRINCIPAL, JUNIOR/ SENIOR HIGH SCHOOL**

**QUALIFICATIONS:**

1. Preferably a Masters Degree or higher with a major in secondary educational administration.
2. Passes all necessary certifications and qualifications as required by the State and Federal Government.
3. Preferably at least three years successful experience as a classroom teacher at the secondary level.
4. Preferably successful years in public school administration and supervision.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** All personnel serving in the assigned schools

**JOB GOALS:**

1. To provide leadership in developing and maintaining the best possible educational programs and services.
2. To make the school facility an attractive, pleasant, and productive place to work and learn.
3. To increase student achievement through the role as instructional leader.

**PERFORMANCE RESPONSIBILITIES:**

1. Serve in the capacity of supervisor of instruction, coordinator, and educational appraiser in the school to which he/she is assigned.
2. Serve individually and with other administrators in the school system under the guidance of the Superintendent in studying and working for the overall improvement, welfare, and development of the school district.
3. Keep the Superintendent informed of important accomplishments, needs, and problems in the fields of administration, personnel, instruction, and school and community relations in the school to which they are assigned.
4. Provide opportunity and leadership for those working with the principal to share techniques, understandings, and ideas for bettering the school program.
5. Organize the administrative and other aspects of the school so as to free themselves as much as possible for the major tasks of evaluating and improving the instructional program.
6. Develop and implement curriculum that meets the needs of students.
7. Interpret school programs to the constituents of the school.
8. Administer and supervise the school in accordance with such policies, rules and regulations as the Superintendent may prescribe.

9. Work cooperatively with the Superintendent in formulating an organized program for the in-service education of members of school staff.
10. Make objective recommendations with adequate supporting data to the Superintendent in regard to cases of assignments, transfer, promotion, demotion, renewal, non-renewal of contract, or dismissal.
11. Increase efficiency and effectiveness through advanced study and through participation in professional organizations and professional conferences.
12. Recommend to the Superintendent/Business Manager for adoption an estimated budget for the ensuing year, assist in modifying and refining the estimated budget, administer the budget adopted by the Board of Education.

**SPECIFIC DUTIES:**

1. Administer extracurricular activities.
2. Conduct regular teacher meetings.
3. Administer athletic eligibility programs with Athletic Director
4. Develop and direct the building and activities calendar.
5. Direct school custodians, cooks, and other support staff personnel.
6. Establish and maintain student rules and regulations.
7. Handle disciplinary matters, including those related to school buses.
8. Requisition buses for special occasions.
9. Direct enrollment, registration, and scheduling for high school.
10. Issue working permits and necessary reports to state.
11. Administer the high school internal programs.
12. Supervise the Driver Education program, drivers, and issue certificates.
13. Direct and attend all School Improvement Meetings, Curriculum Development and Implementation Meetings.
14. Advise and direct, when needed, the student council and all other student groups.
15. Direct the activities with the Athletic Director.
16. Supervise all certificated personnel in the building.
17. Attend all Board of Education Meetings.
18. Requisition all equipment and supplies for the Secondary school.
19. Attend special events held to recognize student achievement. Attend school sponsored activities, functions, and athletic events.
20. Participates in principals' meetings, negotiation meetings, and such other meetings as are required or appropriate.
21. Obey and enforce all State and School District policies, rules, regulations, and procedures.
22. Complete Consolidated Application Grant and submit in a timely fashion.
23. Supervise all Special Education meetings and programs.
24. Other duties as assigned by the Superintendent of schools.

**TERMS OF EMPLOYMENT:**

1. Twelve-month year with appropriate vacation.
2. Salary (\$90,000 + depending upon experience).

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Direct questions of the job responsibilities to:  
Joseph Candela, Superintendent  
989-658-8202 ext.57002

Application Deadline: Until Filled

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TO APPLY FOR THIS POSITION, PLEASE SEND LETTER OF INTENT AND  
RESUME TO:

Mr. Joseph Candela, Superintendent  
Ubly Community Schools  
2020 Union St Ubly, MI 48475  
Or electronically to [jcandela@ublyschools.org](mailto:jcandela@ublyschools.org)