



**POSITION AVAILABLE**  
**VALPARAISO COMMUNITY SCHOOLS**  
**3801 N. Campbell Street**  
**Valparaiso IN 46385**

**Title:** **Principal, Valparaiso High School**

**Qualifications:**

1. Valid Indiana Administration License or comparable out-of-state certification
2. At least five years of successful administrative experience
3. At least a Masters Degree with a concentration in educational administration
4. Earned doctorate preferred

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Reports To:** Associate Superintendent

**Job Goal:** To use exemplary leadership skills, personal scholarship, collaborative leadership style, and personal integrity to establish for all students an educational climate that promotes academic achievement and the attainment of democratic principles.

**Performance Responsibilities:**

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Prepares and administers the school budget and supervises school finances.
4. Supervises the maintenance of all required building records and reports.
5. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
6. Works with various members of the central administrative staff on school problems of more than in-school importance such as transportation, special services, and the like.
7. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
8. Interprets and enforces district policies and administrative regulations.
9. Maintains active relationships with students and parents.

10. Budgets school time to provide for the efficient conduct of school instruction and business.
11. Leads in the development, determination of appropriateness, and evaluation of the instructional program.
12. Schedules classes within established guidelines to meet student needs.
13. Assists in the development, revision, and evaluation of the curriculum.
14. Supervises required testing programs and utilizes results for the improvement of curriculum planning, instructional delivery, and student achievement.
15. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the students.
16. Establishes guides for proper student conduct and maintaining student discipline.
17. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
18. Monitors and controls the various local funds generated by student activities.
19. Monitors the maintenance of student records in a current and accurate form under safe and secure storage and makes them available for rapid retrieval in accordance with state and federal statutes and regulations.
20. Assumes responsibility for the attendance, conduct, and maintenance of the health of students.
21. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
23. Supervises all professional, paraprofessional, administrative, and nonprofessional personnel within the school.
24. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
25. Approves the master schedule and any special assignments.

26. Orients newly assigned staff members and assists in their development, as appropriate.
27. Supervises a staff development program that aligns with the school improvement plan, supports students' attainment of Indiana standards, and promotes improved student achievement.
28. Supervises the evaluation of all staff members.
29. Conducts meetings of the staff as necessary for the proper functioning of the school.
30. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
31. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
32. Assumes responsibility for the safety and administration of the school facility.
33. Supervises the daily use of the school facilities for both academic and non-academic purposes.
34. Plans and supervises fire drills and an emergency preparedness program.
35. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
36. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
37. Supervises all activities and programs that are outgrowths of the school's curriculum.
38. Supervises and evaluates the school's extracurricular program.
39. Serves as an ex-officio member of all committees and councils within his school.
40. Cooperates with college and university officials regarding teacher training and preparation.
41. Responds to written and oral requests for information.
42. Assumes responsibility for all official school correspondence and news releases.

43. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicits support for overall school objectives and programs, to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
44. Serves as a member of such committees and attends such meetings as directed by the superintendent.
45. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
46. Acts as a positive role model for teachers and students.
47. Performs other duties as assigned by the Assistant Superintendent of Secondary Education or the Superintendent of schools.