

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT

Glocester, RI

HIGH SCHOOL PRINCIPAL

A. QUALIFICATIONS:

The person filling this position must be eligible for a Rhode Island Administrative certificate, hold an earned Master's Degree (doctorate preferred) and have several years of pertinent administrative experience. In addition, he/she shall have at least five years successful professional experience, plus a strong background in curriculum development.

B. IMMEDIATE SUPERVISOR:

Superintendent of Schools

C. POSITION FUNCTION:

The principal will serve as the educational leader of Ponaganset High School. He/she will be responsible for translating the policies of the School Committee into programs which will meet as many student needs as resources permit.

D. DUTIES:

1. Supervises all building personnel.
2. Screens candidates for positions, both certified and non-certified, within the building and recommends candidates to the superintendent.
3. Provides leadership for the educational program of the school.
4. Develops, implements and evaluates curriculum.
5. Serves as a member of the building Staff Development Committee.
6. Is a member of the district administrative team which drafts policy for School Committee action.

7. Is a member of the district administrative team which formulates administrative regulations to carry out approved policies.
8. Is responsible for directing the development of building level practices which carry out policy of administrative regulations.
9. Responsible for public relations as it relates to the high school.
10. Evaluates the performance of all subordinates in a clinical supervisory process.
11. Keeps the superintendent informed.
12. Develops and supervises building level budget to carry out approved programs.
13. Acts as a hearing officer for staff, student and parent problems, and second level for teacher and non-certified personnel grievances.
14. Cooperates with the Director of Buildings and Ground to provide for a safe and clean facility and campus.
15. Supervises and attends a representative sample of after school and evening activities.
16. Carries out all other tasks as may be assigned by the superintendent.

Initial Reading/Adoption: 1977

Revised: May 5, 1998

