

SECTION 210 SECONDARY SCHOOL PRINCIPALS

The Secondary School Principal shall:

1. Meet certification standards of the Wisconsin Department of Public Instruction.
2. Be able to demonstrate, as a member of the management team, effective, cooperative, and objective work with other administrators, students, parents, teachers, and public agencies. In all cases the administrator shall further the intent and purpose of the district's goals, programs, operations, and functions through positive actions and a cooperative working relationship with other administrators.
3. Know, understand, and administer the laws of Wisconsin, general policies, and programs of the school system as they apply to the assigned school; make available to the staff and students all school regulations enacted by the district administrator and the Board.
4. Be responsible to the district administrator. Written communications to the Board shall be through the district administrator as required by policy and regulations of the district. Communications to the general public concerning the programs and operations of the district shall have the approval of the district administrator.
5. Develop and organize the master schedule and program of the assigned school, and assign duties to the staff members as specified in the policies, plans, regulations, and qualifications.
6. Be responsible for the overall discipline of the assigned school, attendance, suspension, and any recommendations for dismissal/expulsion, and maintain complete records of such actions.
7. Keep the district administrator informed of conditions and needs of the school.
8. Be responsible for the supervision of interschool activities conducted at the assigned school and monitoring of the students when engaged in scheduled activities away from school.
9. Have the ability to meet the public and present a good image to the community in order to further the community's understanding and support of the school, its personnel, and its educational program. Be actively involved in community organizations with a standing membership in at least one organization.
10. Make regular and thorough inspections of the school properties, and through the district administrator direct the custodians of the school as their activities may affect the operation of the school.
11. Take all reasonable precautions to safeguard the health and the general well-being of the staff and students of the assigned school. To this end the principal shall provide definite plans by which the school staff may be able to provide safety in case of fire, storm, or other sudden danger, and shall see that fire drills are conducted in accordance with state laws and local regulations.

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12. Handle all complaints affecting the assigned school, investigate same where facts warrant, redress grievances where possible, and refer to the district administrator cases which the principal and/or staff cannot resolve satisfactorily.
13. Immediately report orally to the district administrator any known serious infringement of property rights within the assigned school, any breach of contract affecting the assigned school, or any serious injury to any student or member of the school staff that may occur at a time or place wherein the rights or responsibilities of the schools may be involved. This report shall be put in writing within 24 hours of the oral report.
14. Handle discipline problems referred by teachers, aides, parents, or bus drivers when necessary.
15. Assist in the development of the school budget, keep such business records and execute such business forms as may be required.
16. Assist in recruiting and assigning staff.
17. Supervise teachers and make recommendations to the district administrator concerning staff changes, needs, and assistance, including audio-visual, library, and guidance personnel.
18. Design and sponsor, in cooperation with staff, appropriate in-service programs for the assigned school.
19. See that a written evaluation of each teacher occurs. The principal shall make recommendations based on these evaluations prior to March 1st. Be responsible for the evaluation of all teacher assistants in the regular curriculum area of the district's programs grade 6 through grade 12.
20. Be responsible for the calendar of the assigned school, and coordinate its activities and use of its facilities with the business manager.
21. Be involved in a continuous program of designing and implementing long and short range educational goals to improve the quality of the education provided to the students.
22. Supervise K-12 curricular areas as assigned.
23. Supervise and evaluate the assistant principal, dean of students, and athletic director and fulfill the responsibilities of that position in the event of that person's absence.
24. Designate an assistant principal, dean of students or another staff member, to assume responsibilities in the absence of the principal.
25. Fill in for a classroom teacher's absence when necessary.
26. Keep informed of new innovations and ideas and acquaint teachers with the availability of workshops, courses, and meetings pertaining to education, and participate along with the teachers.

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27. Be part of the individual education program team when needed/or deemed necessary by law.
28. Provide for securing substitute teachers when needed; orient such teachers with class schedule, building policy, and responsibilities.
29. Make necessary home visits.
30. Undertake such other duties as may be assigned by the district administrator or the School Board.
31.
 - a. Middle School only: Collect money from student activities, fees, and fines, and turn over to the senior high school.
 - b. Senior High only: Be responsible for the administration of, and accounting for all moneys from student activities, fees, and fines, which shall be in one activity fund.

Approved - May 14, 1984
Revised - June 2, 1997
Revised - May 10, 1999
Revised - March 10, 2014