



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Position Description**

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<b>POSITION TITLE:</b>	Secondary Principal
<b>F.L.S.A.</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent for Academic Services

**MAJOR POLICY RESPONSIBILITY:**

The Secondary Principal is responsible for providing effective instructional leadership and is accountable for the school's operation. Major responsibilities include the educational program, professional and classified staff, student development, facility maintenance and management, fiscal management activities, and developing effective community relations.

**QUALIFICATIONS:**

1. Minimum of three (3) years of teaching experience.
2. Secondary Principal certification
3. Educational Specialist Degree with Doctorate preferred.
4. Effective leadership skills and experiences.
5. Proven background in instruction, assessment & professional development.

**ESSENTIAL JOB FUNCTIONS:**

1. Participates in developing building goals according to the educational goals of the district.
2. Develops and implements educational programs according to goals and strategic plan of the district and school site-based team.
3. Works with staff to develop a procedure to improve the assessment and instructional techniques used to teach the curriculum and develop a plan that allows teachers to practice new assessment and instructional techniques.
4. Ensures faculty involvement in the identification and development of goals that improve classroom instruction and increase student learning.

5. Provides leadership in developing the necessary climate for change and growth within the school.
6. Demonstrates effective screening and interviewing skills to select staff that will compliment existing staff.
7. Observes instruction and provides feedback to teachers to improve instruction.
8. Provides staff development on an ongoing basis to involve staff in assessing and improving instruction, improving building communication, improving working relationships in the school, and improving ways to provide support to staff.
9. Provides an orientation program for new staff members.
10. Monitors student progress throughout the year.
11. Provides for a safe, orderly, positive, clean school environment.
12. Supports and participates in parent/community activities.
13. Provides for a systematic program of self-evaluation to improve daily performance.
14. Informs appropriate central office personnel of problems, progress, and plans in the building as they occur and identify.
15. Manages resources, personnel, and time in order to provide for effective and efficient day-by-day operation of the school.