

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE

TITLE HIGH SCHOOL PRINCIPAL /  
ELEMENTARY PRINCIPAL  
JOB DESCRIPTION

ADOPTED: January 19, 2015

REVISED: FEBRUARY 12, 2001  
FORMERLY 3030

## 404.3 JOB DESCRIPTION – HIGH SCHOOL/ELEMENTARY PRINCIPAL

### **DUTIES - Supervision of Teachers**

1. Schedule classes, rooms and extra-duty assignments.
2. Evaluation of all teachers.
3. Conferences with teachers as needed.
4. Conduct regular and in-service meetings.
5. Responsible for bringing in the substitutes (secretary makes the calls) and having classes covered when teachers must leave early or be taken out of class.
6. Approving field trips, fund-raisers, and teacher conferences, in conjunction with the School Board.
7. Approving teachers' book and equipment orders, in conjunction with the Superintendent and School Board.
8. Approving leave days as per contract.

### **DUTIES – Supervision of Students**

1. Scheduling classes.
2. Approving athletes for interscholastic competition.
3. Writing the student handbook, getting Board approval for the policies contained therein and enforcing the policies.
4. Establishing (along with the School Board) discipline policies and enforcing them.
5. Conferences with students when appropriate.
6. Attendance – checking, recording and enforcement.
7. Conducting fire drills and bus evacuations.
8. Making public address announcements to keep students informed.
9. Attendance at court and magistrates' hearings when required.
10. Calling parents of sick students when the nurse isn't available.

**DUTIES – Extra-curricular Activities**

1. Attending home interscholastic athletic contests or designating a stand-in.
2. Attendance at other events, i.e., Homecoming, Prom, concerts, school play and Graduation.
3. Providing security when it is available.
4. Approving and scheduling events.
5. Graduation Exercises: Write program and conduct practice.

**DUTIES – Supervision of School Secretaries**

1. Assignment of items to be completed.
2. In-service in areas where needed.

**DUTIES – Supervision of School Custodians**

1. Repairs.
2. Cleaning.
3. Special arrangements, i.e., setting up chairs in auditorium (In areas not conflicting with the superintendent's prerogatives).

**DUTIES – Completion of State and Federal Reports**

1. School reports.
2. Title IX statement.
3. Strategic Plan- Co-chairman.
4. Others as required by the Pennsylvania Department of Education (PDE) and Superintendent.

**DUTIES – For compliance with Federal and State Mandates**

1. Required number of hours of instruction.
2. Providing the required curriculum.
3. Non-discrimination involving students and teachers.
4. Building safety.

**DUTIES – Conferences**

1. Parents
2. Probation officials.
3. Children's Services.
4. Salespersons.
5. Community organizations, i.e., Boy Scouts, Women's Club and V.F.W.
6. Intermediate Unit Curriculum Conferences.

**DUTIES – Public Relations**

1. Sending news items to newspapers when appropriate.
2. Sending regular reports to parents concerning students' academic progress.
3. Sending notices to parents about other items, i.e., early dismissals and open house.
4. Speaking at various school-community functions, i.e. Athletic Banquet.

**DUTIES – Selection of Professional Personnel in conjunction with the Personnel Committee of the Board**

1. Advertising (informing the Board of Education).
2. Screening applicants.
3. Interviewing.
4. Making recommendation to the School Board

**DUTIES – Preparing and making reports for School Board Meetings.**

Revised 2/12/01  
Reviewed 11/21/05