



Crocker R-II School District

SECONDARY PRINCIPAL JOB DESCRIPTION



DEPARTMENT: Administration

REPORTS TO: Superintendent

CLASSIFICATION: Certified Staff

EMPLOYMENT: 11 Months

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of administration personnel.

OBJECTIVE: The Secondary Principal will lead and manage the day-to-day operations of the secondary school, ensuring the academic and personal development of all students. This role requires strong leadership to foster a positive school culture, support high-quality teaching, and ensure the smooth execution of all educational and extracurricular programs. The principal will collaborate with district leaders, parents, and the community to support school goals and uphold the district's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Lead the development and implementation of instructional programs that support academic growth and student success.
2. Promote high standards of teaching and learning by supporting professional development opportunities for staff.
3. Analyze student performance data and use it to inform decisions regarding instruction, intervention, and student achievement.
4. Conduct regular classroom observations and provide feedback to teachers, ensuring alignment with district and state academic standards.
5. Manage the day-to-day operations of the building, ensuring a safe and supportive learning environment for students and staff.
6. Supervise the preparation of the master schedule and oversee the completion of student scheduling.
7. Communicate with students and staff regarding school policies, including expectations for student drivers and parking regulations.
8. Manage the building budget, ensuring that resources are allocated efficiently to meet instructional needs.
9. Conduct initial PDP (Professional Development Plan) meetings with teachers and complete mid-year reviews.
10. Facilitate faculty meetings, and BLT (Building Leadership Team) meetings and ensure participation in professional learning communities. Engage in DLT and CSIP meetings when required.
11. Work collaboratively with the administrative team to update the CSIP regularly.
12. Interview and recommend new hires to the Board of Education, including faculty, coaching, and support staff positions.
13. Foster a positive, collaborative work environment that encourages staff retention and professional growth.
14. Oversee student attendance, behavior management, and disciplinary procedures, ensuring they are fair and consistent.



Crocker R-II School District



SECONDARY PRINCIPAL JOB DESCRIPTION

15. Collaborate with the counseling team to address the needs of at-risk students and promote a positive school culture.
16. Help to organize student assemblies, including back-to-school events, Veterans Day, and student recognition ceremonies such as graduation and award nights.
17. Engage parents in senior/parent meetings, emphasizing key dates, expectations, and parental involvement in fundraising.
18. Coordinate with the AD (Athletic Director) to ensure all sporting event schedules are aligned with school and community needs as needed.
19. Review and monitor district assessment schedules, including STAR testing, EOC, and MAP testing preparation.
20. Ensure the timely submission and accuracy of grades, including those from dual enrollment and online programs.
21. Monitor student academic performance and utilize data to inform instructional strategies and interventions.
22. Implement surveys to assess school climate and culture, using feedback to improve school environment and relationships.
23. Serve as the primary spokesperson for the high school, building strong relationships with parents, community members, and local organizations.
24. Facilitate parental involvement in school activities and maintain open lines of communication through newsletters, meetings, and events.
25. Maintains confidential nature of all school-related matters.
26. Attends all designated meetings of the Board of Education.
27. Performs other tasks and assumes other responsibilities as assigned by the superintendent.

SUPERVISORY RESPONSIBILITIES:

1. Assistant Principal, as applicable.
2. Teaching staff.
3. Other professional staff.
4. All non-professional school staff.
5. Other resource and service personnel while functioning in the assigned school.
6. Supervise two extracurricular activities during the fall, winter, and spring sports seasons. Schedule on the AD-provided admin calendar.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

BACKGROUND CHECKS

Clearance on all background checks required by law that is satisfactory to the Administration.

EDUCATION/EXPERIENCE

A minimum of at least two years of successful teaching experience.
Administrative or supervisory experience preferred.

Certified Staff - Secondary Principal



Crocker R-II School District



SECONDARY PRINCIPAL JOB DESCRIPTION

Have a minimum of a master's degree.

Such alternatives to the qualifications as the Board of Education may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid principal's certificate for level of position.

SKILLS AND ABILITIES:

LANGUAGE

This position requires strong written and verbal communication skills. The individual who holds this position must: Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and board policy, governmental regulation and guidance and legal documents. Have listening skills sufficient to receive inquiries and complaints and respond appropriately. Be able to make effective presentations to the staff, board and community.

COMPUTATION

Ability to do basic mathematical calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

TECHNOLOGY

This position requires basic skills in the use of computers and hand-held electronic devices and phones.

OTHER SKILLS AND ABILITIES

This position requires strong interpersonal skills including the ability to: Maintain collegial working relationships with staff and members of the Board of Education. Maintain a positive relationship with members of the community. Effectively manage conflict.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL REQUIREMENTS

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.



Crocker R-II School District



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Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee may be expected to help students with their mobility needs.

TRAVEL

This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

ATTENDANCE

Regular and consistent attendance is an essential function of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as supervising recess and/or outdoor classroom activities and loading and unloading students from district transportation.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.