

<b>Job Title:</b>	High School Principal/Athletic Director
<b>Reports to:</b>	Superintendent
<b>Supervises:</b>	Secondary staff as assigned by Superintendent
<b>Job Goal:</b>	To increase student achievement by managing the delivery of the written curriculum and aligned instructional programs, and by inspiring, leading, guiding, and directing building employees and students in setting and achieving the highest standard of excellence.
<b>District Requirements:</b>	Minimum requirement of Master's Degree major in educational administration, special education, or related field such as curriculum and supervision with a valid Oklahoma secondary principal certificate and successful administrative experience; knowledge of the rules established by the Oklahoma Secondary Activities Association; and strong leadership and communication skills.
<b>Terms of Employment:</b>	Employment to be considered on an annual basis. Compensation to be determined by the Board commensurate with qualifications and experience.

**GENERAL RESPONSIBILITIES:** These statements are intended to describe the general responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required:

1. Attends meetings and provides information to the Superintendent as required;
2. Develops with staff goal statements which are the result of a needs assessment, a written analysis of student test scores, and other data as well as community input;
3. Ensures that a minimum of instructional time is utilized for non-instructional routines in an effort to maximize time on task;
4. Implements school board policies in developing and communicating defined standards of conduct which encourage positive and productive student and staff behavior;
5. Ensures that a pleasant, safe, and orderly climate for learning exists;
6. Works with staff in a professional manner to promote and improve instruction;
7. Develops a working knowledge of the curriculum guides for all subjects/courses available at the campus;
8. Analyzes student assessment data;
9. Monitors the delivery of the required written curriculum;

10. Develops school improvement plans as necessary;
11. Works with individual teachers and campus/district instructional facilitators regarding implementation of the written curriculum;
12. Provides campus-based professional development;
13. Helps parents understand their role in supporting learning of the curriculum;
14. Sets high expectations for staff and provides needed resources in accordance with school district policies and procedures;
15. Monitors student progress and recognizes academic achievements;
16. Evaluates staff in accordance with state law and school district policy;
17. Creates a staff handbook which conforms to school district policy;
18. Attends Safe Schools Committee Meetings and reviews committee recommendations for possible implementation;
19. Investigates student misconduct;
20. Disciplines students in accordance with school district policies and procedures;
21. Works with community groups;
22. Understands own role and role of staff members as it relates to special education services;
23. Ensures safety drills are conducted in accordance with Oklahoma law and accreditation standards.
24. Supervises the athletic program;
25. Determines the needs of individual sports and develops a budget accordingly;
26. Serves as the central purchasing agent for all athletic supplies and equipment in accordance with school district policies and procedures;
27. Supervises and evaluates coaching staff;
28. Recommends reassignment, employment, and/or termination of coaching duties and/or staff;
29. Handles all correspondence, reports, and policies of the Oklahoma Secondary Schools Activities Association;
30. Certifies eligibility of players to the Oklahoma Secondary Schools Activities Association;

31. Supervises scheduling of all athletic events and facilities;
32. Maintains inventory of equipment and supplies;
33. Maintains all physical forms, insurance forms, parent release forms, and consent forms;
34. Ensures that documents are maintained in a confidential manner; and
35. Performs other duties and responsibilities as required by the Superintendent.

Sperry Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.