



# School District of Altoona

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**TITLE:** High School Principal

**JOB ANALYSIS:** The most important role of the high school principal is to serve as the primary instructional leader of the high school. Under the direction of the Director Curriculum and Instruction, he or she will evaluate student outcomes and plan for continuous improvement. He or she will develop comprehensive academic programs, supports, and learning communities, demonstrating a strong understanding of evidence-based best practices in teaching and learning. The building principal will establish and maintain a respectful, inclusive, student-centered environment that leads to equitable outcomes for all students. The principal will lead a staff dedicated to ensuring that all students are college or career ready.

**DAYS:** 225

**WAGE SCHEDULE:** Principal

**REPORTS TO:** Superintendent

**DUTIES AND RESPONSIBILITIES:** *The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.*

**Leadership** – *The principal will lead with an outcomes-based and student-centered posture, mobilizing staff for collaborative leadership and school-wide growth.*

- Effectively communicate and implement Districtwide policies and procedures
- Establish, develop, and lead a cohesive, effective high school administrative team, capitalizing on the strengths and contributions of each member
- Assume responsibility for professional growth and development through participating in meaningful and relevant development opportunities
- Develop annual school outcomes with strategic actions that are aligned with and contribute to Districtwide outcomes
- Model good human relations skills and demonstrate positive, respectful interactions with the District and community
- Carefully screen, select, develop, and/or dismiss personnel in a manner consistent with District policy and that maintains high-performing, student-centered staff
- Establish a student-centered, high quality staff and school culture
- Effectively develop and evaluate performance of high school staff
- Participate in administrative team meetings, Board meetings, such other meetings

- as directed by the Superintendent
- Supervise the utilization, maintenance, operation, safety and security of the school building
- Coordinate District support services, such as health, guidance, food, transportation, and maintenance
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Transmit site level records and reports to the district in a time-efficient manner
- Administer budgetary procedures for expenditure of site level funds
- Complete all other duties assigned by the Superintendent

**Communication** – *The principal delivers clear, accurate, and positive communication consistent with District messaging.*

- Communicate with and responded to parents and appropriately involve them in their child's education
- Create and maintain productive, positive relationships with students, staff and the community. This includes being reasonably present at school-sponsored activities, athletic events, concerts, etc.
- Be an ambassador for all schools and the district
- Provide timely and effective communication regarding incidents and/or situations that might impact the others schools, the district, or the community to appropriate district office/school personnel

**Curriculum and Educational Programming** – *The principal ensures programming is highly effective, research-based, and results in measurable outcomes for students. The principal ensures that student outcomes continue to improve over time.*

- Oversee and evaluate the effectiveness of educational programs, including assessing for equitable outcomes for all students
- Plan and deliver staff development that is grounded in best practice and is consistent with the greater district development plan
- Ensure improvements of academic measures, both at the universal level and in gap closures
- Maintain a data dashboard that allows for the regular oversight of academic and career preparation data to both monitor student progress and assess program offerings
- Maximize college and career readiness opportunities and programming for students: dual credits, work-based learning, career pathways
- Create high levels of engagement with students and parents in post-secondary planning
- Oversee and evaluate federal and state instructional projects and/or building-specific projects
- Monitor procedures for identifying and referring students with special educational needs (including those with IEP's and 504's, accelerated learners and G/T students)
- Supervise behavior improvement and discipline procedures for students

**QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:**

- Master's Degree in education field

- Valid State of Wisconsin License 5051: Principal
- Preferred three years administrator experience

**PERSONAL ATTRIBUTE REQUIREMENTS:**

- Must be friendly, welcoming, professional, and positive
- Must demonstrate the ability to establish and maintain positive working relationships with students, families, staff and administrative colleagues
- Must be able to evoke followership from staff and students
- Must be outcomes-oriented
- Must be able to collaborate with others to accomplish tasks in a positive and productive manner
- Must be able to maintain self-control without exhibiting negative behaviors
- Must be organized and able to work with detailed records and reports
- Must be able to communicate verbally and in writing and follow written and verbal instructions
- Must be able to effectively interact with others in person, by phone or in written communication
- Must understand the need for collaboration, timeliness and safety
- Must be flexible and able to respond to changing priorities, new job responsibilities and interruptions
- Must be able to learn new tasks and skills quickly with little supervision
- Must be able to assume responsibility for routine decisions in the absence of an immediate supervisor
- Must be able to maintain confidentiality of records, information, discussions and other correspondence regarding all school-related matters
- Must be able to consistently maintain a high level of ethics
- Must be able to maintain appropriate personal hygiene, appearance and dress

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to stand, walk, or sit for prolonged periods with or without back support
- Must be able to communicate effectively to ask or respond to questions, provide information, and give assistance
- Must be able to participate in numerous conversations throughout the day in an environment that might be noisy
- Must be able to maintain concentration and focus on tasks
- Must be able to follow safety practices at all times
- Must be able to lift and carry up to 15 pounds

The above statements are intended to describe the general nature and level of work being performed by the personnel assigned to this position.

All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

**PERFORMANCE EVALUATION:** Performance of this job will be evaluated annually by the Superintendent

ADOPTED: 2/15/2021