

Job Description

Job Title: Principal (High School)
Position Code: 1E24, AE24, RE24
Job Classification: Exempt

Supervisor: Executive Director
Pay Grade: 49
Contract Length: 245 Days

Job Summary: Position is responsible for the daily operation and administration of an assigned high school. Incumbent is expected to:

- Lead by establishing a culture for continuous improvement;
- Focus all efforts to promote student achievement, advancement and youth development;
- Develop staff to promote employee expertise; and,
- Monitor by implementing a system to determine performance and progress.

Essential Duties: As an Instructional Leader in the Newport News Public Schools, a school principal fosters the success of all students by:

1. Facilitating the development, communication, implementation and evaluation of a shared vision of teaching and learning that leads to student academic success;
2. Developing, advocating, and sustaining an academically rigorous, positive, and safe school climate for all stakeholders;
3. Managing human resources effectively by assisting with selection and induction, and by supporting, evaluating and retaining quality instructional and support personnel;
4. Supporting, managing, and overseeing the school's organization, operation, and use of resources;
5. Communicating and collaborating effectively with stakeholders
6. Demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession;
7. Exercising leadership which results in measurable student academic progress based on established standards; and,
8. Modeling nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Stays informed of developments and research pertaining to effective schools. Performs any other related duties as assigned by the Executive Director or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the secondary school level. Three years administrative experience at the secondary school level preferred. Must possess a comprehensive knowledge of the current issues, principles, and practices in public secondary school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, and interpretation of test data. Must possess the ability to assist with administering and managing the operation of a secondary school. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

