

Position

High School Principal

School Corporation

South Dearborn Community School Corp.

Job Description

QUALIFICATIONS:

1. Master's degree or higher, with a major in educational administration.
2. Valid state certificate to practice as a school principal.
3. At least three years' experience in public school administration and supervision.
4. Such alternatives to the above qualifications as the Board may find appropriate

and acceptable.

REPORTS TO:

Superintendent

SUPERVISES:

All personnel serving in assigned school

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the school's educational program. A minimum of 75% of work time must be spent leading, evaluating and supervising the student educational program.
2. Assumes responsibility for the implementation and observance of all Board policies and regulations.
3. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
4. Serves as final disciplinary officer of the school.
5. Supervises the preparation of all school reports for the district office.
6. Keeps superintendent informed of the school's activities and problems.
7. Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
8. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives.
9. Establishes and supervises a program of accounting for all financial affairs of the school.
10. Administers the school budget and requests to purchase.
11. Supervises the treasurer of extracurricular funds of assigned school.
12. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
13. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
14. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
15. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned.
16. Prepares and administers the general school inventory.
17. Develops and maintains a positive system of vertical and horizontal communication both in and out of the school.
18. Implements a building program to conserve energy.
19. Maintains facility security during non-class-time hours.
20. Displays leadership and affords recognition toward the promotion of good morale and personal satisfaction of school members.

21. Utilizes the creative abilities of staff, students, and community in the formulation of school policies and procedures.

22. Coordinates and supervises the safety program. Directs all fire drills and makes appropriate reports.

Experience Required

At least three years' experience in public school administration and supervision.

How to apply

Please apply online at www.sdcsc.k12.in.us

Position Start Date

July 1, 2022

Application Deadline

Interviews will take place in early to mid-June with board approval at the June 21st meeting

Contact Information

Superintendent:

Eric.lows@sdsc.k12.in.us or call 812.926.2090 option 7