

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PRINCIPAL OF SECONDARY PROGRAMS
DEPARTMENT: High School
REPORTS TO: Director
SUPERVISES: Secondary Program Staff Members and others noted
REVISION DATE: 02/21

REQUIREMENTS: Director or Supervisor of Vocational Education or Secondary School Principal Certification, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties, and build teams including the ability to capitalize on relationships with others.

JOB STATEMENT:

PERFORMANCE RESPONSIBILITIES:

1. Attends Joint Operating Committee meetings and prepares such reports for the Committee that the Director may request.
2. Assists in the determination of types of programs needed by the school and makes appropriate recommendations.
3. Reports on the status of the school programs and services to all constituent groups.
4. Participates in curriculum planning and evaluation.
5. Collaborates in developing in-service education programs for the professional staff.
6. Prepares required reports requested by the Director.
7. Assumes a significant leadership role in fostering professional growth and building of staff morale throughout the school.
8. Observes and evaluates the instructional staff.
9. Assumes responsibility for the implementation and observance of all Joint Operating Committee policies and regulations by the school's staff and students.
10. Collaborates in recruiting, screening, hiring, training, assigning, and evaluating the secondary program staff.
11. Assumes responsibility for the safety, administration, and operation of the school campus.
12. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
13. Supervises all student activities and controls the various local funds generated by these activities.
14. Collaborates in the management and preparation of the school budget.
15. Supervises the maintenance of accurate records on the progress and attendance of students.
16. Conducts meetings of the staff as necessary for the proper functioning of the school.
17. Performs all duties and assumes responsibility for activities normally associated with the position of high school principal.
18. Assigns lockers.
19. Organizes and conducts regular meetings with consortium principals.
20. Conducts, documents, and reports to PDE drills related to safety.
21. Performs other tasks and assumes responsibility for other activities, which may from time to time be assigned by the Director.

Administrative Position – Act 93

TERMS OF EMPLOYMENT: 12 months, 228 days

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

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