

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Secondary School Principal

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports To:** Assistant Superintendent, Academic Services

**Brief Description of Position:**

The Secondary School Principal is a proven instructional leader responsible for providing leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

**Required Qualifications:**

- Masters degree in an approved program for secondary principal certification.
- A minimum of four years teaching experience at the secondary level and previous administrative experience.
- Valid Missouri teacher certificate.
- Valid Missouri administration certificate
- Knowledge of the best educational practices at the secondary level, current research on secondary education and co-curricular activities.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrate the ability to work effectively with community groups, parents and agencies.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Specialist or Doctorate degree
- Working knowledge of Professional Learning Communities
- Experience in the 1:1 environment

**Essential Duties and Responsibilities:**

- Assumes responsibility for the daily management and operations of secondary school building.
- Assists in assignment of all staff members, including hiring of staff.
- Assumes responsibility for the supervision and evaluation of all employees assigned to the building.
- Promotes and supervises an effective instructional program which is consistent with the District's curriculum.
- Monitors student achievement and works with the teachers to improve student performance.

- Provides leadership in curriculum development, implementation, and evaluation, along with other District administrators.
- Administers the building budget, approves needed building supplies and materials in compliance with state regulations, policies and regulations of the school board.
- Establishes and maintains good relationships with parent organizations, community members, civic, service and professional organization.
- Communicates with staff, parents, students and the community about school programs, activities and events.
- Works cooperatively with other groups within the building.
- Assumes responsibility for the security, safety of students and appearance of the physical plant.
- Attends and supervises student activities and events.
- Identifies opportunities for professional growth of staff.
- Assures that District, state and federal guidelines used in providing services to exceptional children are followed.
- Determines building schedules, assigns all staff members and students within the building.
- Participates in District meetings and committee assignments.
- Performs other duties as assigned by the Assistant Superintendent.

#### **Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

#### **Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: February 26, 2015