

IV. The High School Principal

A. Qualifications

The high school principal shall be state certified and shall either have a Master's Degree in Educational Administration or be in an approved program and working toward such degree. It is recommended that the high school principal be a member of NDASSP.

B. Duties - He/she will be responsible for:

1. Student attendance, records, transcripts, and grades for students in grades 7 through 12.
2. Planning fall and spring parent-teacher conferences.
3. Writing, with the school board's final approval, a student handbook and a teacher handbook.
4. Assisting the superintendent with teacher evaluations.
5. Reporting to the superintendent completely and continuously as to the condition of the school and all activities therein.
6. Assisting with graduation plans and ceremony.
7. Assisting classroom teachers in matters of discipline.
8. Being the instructional leader of the high school.
9. Registering students for the upcoming year. This should be done each spring, and the schedule should conform to all state requirements.
10. Preparing a class schedule for the coming year each spring. with superintendent's approval.
11. Providing educational leadership to the staff through regular staff meetings, in-service sessions, bulletins.
12. Scheduling final examinations.
13. Carrying out the policies of the school board.
14. Assisting the superintendent in curriculum decisions, especially with needed advice in changes to improve the curriculum and to keep up with state accreditation.
15. Eligibility of students and compliance with NDHSAA rules, including seeing to it that each team is informed of the rules at the beginning of each season.
16. Being in charge of the total school operation in the absence of the superintendent.
17. Maintaining good public relations and keeping the public informed about the school program through news releases, newsletters, and announcements.