



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Secondary Principal
<b><i>Payroll/Personnel Type:</i></b>	11.5 Month (Exempt)
<b><i>Reports to:</i></b>	Network Superintendent

**Position Summary:**

The Secondary Principal serves under the Network Superintendent to manage all affairs of the school, including general control and supervision of all certificated and classified employees assigned to the school.

**Essential Functions:**

- Organize and administer the school in conformity with the policies of the Board of Education and administrative guidelines of the Superintendent of Schools.
- Provide leadership in improving the total educational program of the school. Work closely with individual teachers, as well as groups of teachers. Make classroom observations, create an atmosphere conducive to learning, and make effective utilization of resources available. Establish conditions that will promote effective learning for both students and teachers.
- Provide leadership to the staff in determining objectives and identify school needs as the basis for developing long-and short range plans for the school to which assigned.
- Enlist the assistance of the Network Superintendent in the use of school resource personnel in the improvement of the program of the school.
- Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
- Identify, provide, assign, and coordinate in-service growth opportunities for teaching personnel within the school.
- Supervise and evaluate the performance of all assigned personnel, recommend appropriate action in cases of substandard performances, and identify and encourage individual teachers with leadership potential.
- Oversee the assignment of all pupils in such a way as to encourage their optimum growth.
- Make periodic appraisals of pupil progress.
- Develop school plans and organizational procedures for the health, safety, discipline and conduct of pupils as established in district procedures.
- Plan, coordinate, and evaluate the total program of pupil services, including guidance and counseling.
- Plan, supervise, and direct the business operation of the school in accordance with district policies and procedures.
- Make plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
- Carry out a program of community relations as a means of interpreting and furthering the school program through PTA and other community organizations; and interpret the community and its expectations to the staff and the student body.
- Serve as a district officer in communication between central administration and teachers and classified employees in the schools, and interpret and implement district policies in the school.



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- Plan, coordinate, and review the work of resource teachers and curriculum consultants assigned to assist teachers in the instructional program.
- Carry on human relations program in order to maintain high morale among the school staff, parents, and students.
- Hold fire drills, the object of which is the orderly and expeditious removal of students from the building.
- Hold regular tornado drills as a part of an established plan to react to a tornado watch or a tornado warning.
- See that the building is kept free from accumulations of waste paper and other refuse matter that might constitute a fire hazard.
- Make regular reports to the office of the Superintendent as required or requested.
- Give an accurate accounting of all monies handled in connection with school activities.
- Provide for building and equipment security and the safety of all personnel within the building.
- Serve as liaison officer between the school and the Police Department.
- Develop plans to encourage regular attendance with teachers and students.
- Assign new instructional personnel in the school.
- Give an accurate accounting of all personnel leaves of absence for instructional personnel.
- Plan, supervise, and evaluate experimental programs which may be pertinent to the specific school.
- Plan and coordinate volunteer programs where beneficial to the school.
- Publish announcements and coordinate all school activities.
- Accept requests and grant approval to school and community organizations in respect to building use and the use of school bands, choirs, etc.
- Perform other duties as assigned.

**Experience:**

- Minimum of four full years of experience as a full-time educator in a preK-12 setting
- Minimum of one full year of experience providing formal instructional coaching and/or supervision to educators in a preK-12 setting
- A record of success and/or upward career mobility

**Education:**

- Master's Degree in Education
- Valid or transferable school administrator license in the state of Missouri

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree



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**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

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Employee

Date

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Immediate Supervisor

Date

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Human Resources

Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***

***Revised: October 2017***