

High School Co-Principalship

The position of High School Principal has changed rapidly in the last 10 years. New state mandates, unprecedented security concerns, more diverse learners, revolutionary technology innovations, and an increased need for more differentiated teaching and learning strategies are just a few of the challenges which are causing a paradigm shift in the vision of leadership for high schools.

The Jericho School District has always been recognized for outstanding achievement and for its ability to create new programs and leadership models.

As a result, the district has decided to restructure the high school leadership team.

There will be 2 co-principals who will share the responsibilities of the high school and the Jericho Academy. This will enable the district to appoint leaders with specific skill sets to meet both the managerial and instructional aspects of the position. In addition to the 2 co-principals, 2 assistant principals will complete the team.

Co-Principal - Research, Administration, Planning, Data Analysis will be responsible for strategic planning, operational leadership, student management systems, innovative programs, research and data analysis in conjunction with the co-principal and the administrative cabinet.

Co-Principal - Implementation, Direct Supervision, Outreach, Development of the HS Master Plan will be responsible for direct instructional supervision, partnerships, relationship management, school community resource management, and implementation of instructional innovations in conjunction with teachers, parents, students and the administrative cabinet.

Both Co-Principals will share in the creation of a high school master plan, which will include:

- academic goals
- new programs
- opportunities for social/emotional learning and community building among students
- rigorous research-based standards for all students
- the creation of teaching and learning communities of teachers
- protocols to test and monitor progress of goals on a semester basis
- new communication and parent outreach activities
- outreach to graduates to evaluate their post-HS success
- observation and evaluation activities coordinated with Curriculum Associates
- activities to ensure safety and security of all HS students and staff
- activities to obtain regular feedback from all members of the HS community
- activities to monitor all the managerial functions of the high school
- successful student transitions to and from the high school

Co-Principal Proposal

The following are sample responsibilities for the High School Co-Principal positions:

Shared Responsibilities:

- Co-author the comprehensive year-end report of progress.
- Keeps the Superintendent informed of the school activities and problems.
- Attends workshops, institutes, courses, and conferences relevant to continuing professional development and management of the school programs.
- Demonstrates knowledge of current professional literature and materials, including the effective school research and innovative programs.
- Demonstrates effective time management practices.
- Meets timelines and deadlines as requested.
- Conducts self and administrative office in an organized and business-like manner.
- Accepts constructive criticism.
- Exhibits assertiveness as appropriate in dealing with administrative responsibilities.
- Assists in the establishment of goals and objectives for the school.
- Demonstrates effective time management practices.
- Provides leadership in planning, implementing and evaluating instructional programs.
- Represents the building administrative team on school district committees as assigned.
- Participates in professional growth activities.
- Assists in the determination of staff needs.
- Assists in the development and presentation of parent information and evening programs.
- Assists in the development and implementation of building policy and procedure.
- Participates in professional organizations whose purpose is to improve administrative skills.
- Demonstrates effective written and oral communication skills.
- Demonstrates knowledge of current professional literature and materials, including the effective school research.

- Facilitates discussions and decision-making sessions efficiently and productively.
- Manages conflict situations in an effective manner.
- Supervises co-curricular, extra-curricular and inter-scholastic activities.
- Other, as assigned.

Co-Principal: Research, Administration, Planning, Data Analysis

- Analyzes and utilizes all summative, formative and common assessment data to inform curriculum development and instruction.
- Researches innovations and best organizational practices to promote high expectations, cooperation and positive attitudes.
- Incorporates computers, other technology and social media into the management and instructional process.
- Manages IEP's and 504's for students.
- Prepares and supervises the preparation of reports, records and all other data required for APPR student achievement and student attendance.
- Evaluates student progress in the instructional program by means that include maintaining up-to-date student data.
- Manages, directs, and maintains records on the materials, supplies and equipment, which are necessary to carry out the daily school routine.
- Organizes, oversees, and provides support to various services, supplies, material and equipment provided to carry out the school program.
- Manages computer services for the administration of the building: grading, academic history, GPA, master scheduling, student information, and attendance as assigned.
- Identifies the annual objectives for the extracurricular, co-curricular and athletic programs of the school.
- Coordinates secondary registration.
- Coordinates revisions of the teacher handbook.
- Assists in planning and implementing programs for the health, safety and welfare of the students in the building.
- Supervises the high school guidance teachers.
- Establishes and maintains procedures for the transition of students entering and leaving the school.
- Plans and supervises all emergency preparedness programs including all drills as assigned.
- Coordinates all testing and other assessments (PSAT, ACT, Plan, AP exams) as requested.
- Establishes and coordinates the building safety committee.
- Assesses community expectations and perceptions of school performance.

- Maintains high school website.
- Accommodates appropriate requests to use school facilities.
- Coordinates alumni events.
- Maintains fiscal accountability system.
- Develops and monitors financial plan (budget) based on programs/services priorities and financial capabilities.
- Utilizes a system for purchasing and inventory control (i.e. textbooks.)
- Manages financial resources in a cost-effective manner. Applies local and state school board regulations to business management decisions.
- Administers the expenditure of funds allocated to the high school; approves all requisitions connected with the day-to-day building operation; assists in the preparation and organization of teacher requests for materials, supplies and equipment as assigned.
- Coordinates activities of the Jericho Academy.

Co-Principal: Implementation, Direct Supervision, Outreach, Development of the HS Master Plan

- Organizes, supervises and directs the Master Plan for the high school
- Facilitates the development of programs, monitors the implementation of curriculum that meets needs of all students and proposed innovations.
- Maintains a positive school-wide climate for learning.
- Identifies and communicates effective teaching strategies, classroom management strategies and strategies to promote positive student behaviors.
- Works with the PPS Department to develop instruction, services and strategies for special needs children.
- Communicates effective instructional planning strategies
- Coordinates curriculum development with curriculum associates
- Ensures that the school program is compatible with the legal, financial and organizational structure of the school system. Defines the responsibilities and accountability of staff members and develops plans for interpreting the school program for the community.
- Ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. Provides opportunities for staff participation in school programs.
- Provides activities that facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school.
- Provides leadership in teaching techniques, innovation and class organization.
- Coordinates student teachers and other university observers within building as assigned.
- Manages specific academic departments as assigned.
- Assists in the process of interviewing, evaluating, and selecting new staff members.
- Evaluates personnel and assists in the determination of goals to improve performance.
- Prepares formal evaluations as directed by Board policy and administrative regulations.
- Utilizes a process for involving personnel in decision-making activities, including faculty meetings, grade or department meetings, etc.
- Encourages the use of community resources; cooperates with the community in the use of school facilities; interprets the school program for the community; and maintains communication with community members.

- Involves parents in the activities of the school.
- Inspects building and grounds on a daily basis in order to manage the maintenance of the facility and reports maintenance needs to the Director of Maintenance.
- Communicates with citizenry by a variety of means (i.e. media, newsletters, and meetings.)
- Utilizes community resources to support programs and services including parent volunteers.
- Conducts regular parent advisory committee meetings.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicits support for overall school objectives and programs.
- Assists in working with the civil authorities.
- Member of the District Hall of Fame Committee.
- Organizes and involves teaching staff in monitoring and developing a financial plan for the instructional needs.
- Administers the expenditure of funds allocated to the high school; approves all requisitions connected with the day-to-day building operation; assists in the preparation and organization of teacher requests for materials, supplies and equipment as assigned.