

# SCHOOL DISTRICT OF LANCASTER

**Title: J.P. McCaskey High School Campus Principal  
LJD 1042**

## QUALIFICATIONS:

1. Valid Administrative I (Secondary or Pre K-12) Certificate.
2. Master's Degree (Doctorate Preferred)
3. Five years of successful administrative experience.
4. Demonstrated excellence in educational leadership and teaching practice (Planning and Preparation, Classroom Environment, Instructional Delivery, Professionalism).
5. Adept at establishing an effective and respectful learning environment.
6. Ability to work in non-standardized and widely varied environment involving many complex and significant variables including significant time spent planning, evaluating complex issues, and negotiated outcomes.
7. Demonstrated ability to work collaboratively with all levels of District management, School Board, Federal/State/Local agencies, families and community.
8. Excellent written and oral communications skills using both formal and informal styles as appropriate.
9. Demonstrated record of professionalism, honesty and integrity.
10. Interpersonal, problem-solving, and organizational skills to effectively facilitate training and efficiently manage resources and budgets.
11. Commitment to maintain confidentiality.
12. Demonstrated knowledge of technology, including educational and productivity software.
13. Knowledge of Federal, Local and State laws and regulations related to education.
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Education

SUPERVISES: McCaskey High School Campus Staff members as designated by the Superintendent or his/her designee.

JOB GOAL: Duty and responsibility to guide and direct the total operation of the McCaskey High School Campus in all areas, including business management, leadership and direction of the teaching and learning program and supervision and development of the administrators, teachers and staff (certified and classified) of the school, within the framework of the State Educational Code and District policy.

## ESSENTIAL FUNCTIONS:

1. Maintain and carry out adopted policies of the Board and of the District administration.

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2. Direct the development and administration of the operating budget of the McCaskey High School Campus.
3. Oversee the selection, placement, development and evaluation of all personnel under the Superintendent or his/her designee.
4. Direct the in-service education of and communication of all staff, including faculty meetings and notification of directives from the District (Superintendent, etc.).
5. Act as a liaison for communication between school, community, staff, students, and business partnerships.
6. Direct the planning for operation of instruction in all aspects including scheduling, registration and approval of the master schedule in accordance with Board policy.
7. Ensure that there is a climate/atmosphere conducive to learning.
8. Provide for the establishment and supervision of adequate guidance services for all students.
9. Provide for school leadership and input in the area of teaching and learning.
10. Develop school plans to address technology-related access and equity issues.
11. Identify staff's technology skill level and provide appropriate staff development training.
12. Develop school-based staff development capacity to conduct on-site training in the areas of teaching and learning and technology.
13. Oversee the preparation of required administrative reports; see that all programs have the necessary materials to carry out the prescribed educational programs.
14. Provide for initiating investigations where and when needed:
  - a. Student insurance
  - b. Accident reports
  - c. Vandalism reports
  - d. Other investigations as required by policy or law
15. Provide for adequate recognition of student and staff accomplishments.
16. Establish appropriate methods of communication with all constituents.
17. Promote school spirit and staff morale.
18. Assist the District when possible by interpreting high school campus concerns and needs, serving on District committees, attending various meetings, etc.
19. Oversee the operation of both the interscholastic and intramural athletic program.
20. Help to coordinate volunteer and partnership programs.
21. Set building goals and formulate long-range planning for campus ensuring congruence with the goals of the District.
22. Oversee the alignment of the teaching strategies, student outcomes and student assessment.
23. Promote site-based decision making to include all stakeholders.

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**MARGINAL FUNCTIONS:**

1. Serve as the primary liaison person between the District, school, and all stakeholders.
2. Provide for supervision of the overall maintenance of buildings, grounds and equipment.
3. Provide for suitable leadership and opportunities in all aspects of extra-curricular activities.
4. Provide for control of books, supplies, and equipment.
5. Delegate preparation of a master calendar.
6. Coordinate planning and programs that rely on District support services.
7. Provide for end-of-year activities.
8. Provide for all school publications.

**TERMS OF EMPLOYMENT:** Full year. Salary to be established by the Board.

**EVALUATION:** Performance is evaluated per the District's Performance Evaluation and Compensation Plan for School and District Leaders.

**PHYSICAL/MENTAL/ENVIRONMENTAL DEMANDS:**

**Physical Demands:**

Sitting for limited periods of time  
100% physically active, standing and walking for extended periods of time  
Occasional bending, crouching, stooping, twisting, reaching and grasping  
Manual dexterity and repetitive movement of fingers and hands for keyboarding  
Ability to climb stairs  
Some lifting, up to 25 pounds

**Sensory Abilities:**

Normal/corrected vision  
Ability to speak clearly and distinctly  
Normal/corrected hearing

**Temperament:**

Ability to work cooperatively as part of a team  
Must have a positive attitude, cooperative spirit, and sensitivity in relating to student, staff, parents and community  
Ability to work with limited supervision

**Mental Demands:**

Ability to interpret detailed written and verbal communications

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Ability to perform basic math skills  
Ability to use word processing software

**Environment:**

School settings, including offices, classrooms, hallways, cafeteria and school grounds, as well as neighborhood/community  
Ability to travel to other locations for trainings and meetings.