

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>HOUSE PRINCIPAL (SECONDARY)</b>
---------------	------------------------------------

<b>REPORTS TO:</b>	NFA Main Principal
--------------------	--------------------

<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. New York State SAS or SDA Certification</li><li>2. Master's Degree</li><li>3. Teacher Certification in an academic are preferred</li><li>4. Such alternatives as the Board may find acceptable and appropriate.</li><li>5. Salary for this 12 month position to be determined by the Board in accordance with the administrative contract.</li></ol>
------------------------	---

<b>JOB GOAL:</b>	The House Principal supervises a small educational unit within a larger facility. The house principal will have a distinct student population assigned exclusively, or nearly exclusively to it. The house principal will supervise an exclusive or nearly exclusive staff assigned to the house. The house will be located within a specific area of the building for the exclusive or nearly exclusive use of the house members.
------------------	--

<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Supervises the house's educational program.</li><li>2. Supervises the house's teaching process.</li><li>3. Establishes and maintains an effective learning climate in the house.</li><li>4. Initiates, designs and implements programs to meet specific needs of the house.</li><li>5. Keeps the Executive NFA Principal and Executive Director of Secondary Education informed of the school's activities and challenges.</li><li>6. Makes recommendations concerning the school's administration and instruction.</li><li>7. Prepares and administers the house budget and supervised house finances.</li><li>8. Supervises the maintenance of all required house records and reports.</li><li>9. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the house's administration.</li><li>10. Works with various members of the central support staff on school support services, such as transportation, special services, education, food services, security, etc.</li><li>11. Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters</li></ol>
------------------------------------	--

related to the supervisor's accountability.

12. Interprets and enforces district policies and administrative regulations.
13. Maintains active relationships with students and parents of the house.
14. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of the students.
15. Attends special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
16. Maintains and controls the various local funds generated by student activities.
17. Supervises the maintenance of accurate records on the progress and attendance of students.
18. Supervises all professional, paraprofessional, administrative, and non-professional personnel assigned to the house.
19. Participates in the selection and supervision of all school building personnel.
20. Orients newly assigned staff members and assists in their development, as appropriate.
21. Evaluates and counsels all staff members regarding their individual and group performance.
22. Conducts staff meetings to keep members informed of policy changes, new programs, and the like.
23. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
24. Makes arrangements for special conferences between parents and teachers.
25. In collaboration with the other Executive NFA Principal, assumes responsibility for the safety and administration of the school plant.
26. In collaboration with the other Executive NFA Principal, supervises the daily use of the school facilities for both academic and non-academic purposes.
27. In collaboration with the other Executive NFA Principal, supervises the maintenance of all required building records and reports.
28. In collaboration with the other Executive NFA Principal, proposes schedules of classes and extracurricular activities.
29. In collaboration with the other NFA Executive Principal, works with department heads, directors, and faculty in compiling the annual budget requests.

	<p>30. In collaboration with the other Executive NFA Principal, requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.</p> <p>31. In collaboration with the other Executive NFA Principal, cooperates in the conducting of safety inspections and safety drill practice activities.</p> <p>32. In collaboration with the other Executive NFA Principal, assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.</p> <p>33. Performs other such duties as required by the Executive NFA Principal, Executive Director of Secondary Education as it pertains to the programmatic theme or specific instructional activities of the HOUSE.</p>
--	--