

JOB DESCRIPTION

TITLE: **MIDDLE AND HIGH SCHOOL PRINCIPAL**

PURPOSE: To oversee and assist teachers, students, and curriculum development and implementation within the Middle and High School according to Legacy Prep priorities, procedures, and guidelines.

JOB SUMMARY: The Principal helps supervise the teaching staff, handles the placement of students within their respective school program and coordinates curriculum, lesson plan development, and curriculum implementation. The Principal oversees student behavior, character development, discipline, and dress code.

REPORTS TO: Head Administrator

DUTIES:

As part of the administrative team, the Principal is responsible for supporting the mission of Legacy Prep and being a Christian role model for teachers, parents, and students:

- ❖ Meet with administrator at least once per semester to discuss existing and new policies, procedures, or guidelines; address needs or problems; and encourage overall program development in each department.
- ❖ Be alert to recognize and report Christian character, good attitude, positive behavior, and teaching ability; and, in cases where these are deficient, hold students and teachers accountable.
- ❖ Encourage and facilitate efforts within the department to fulfill the mission of Legacy Prep on spiritual and academic levels.
- ❖ Support teachers within the department by exemplifying the qualities desired in teachers and praying consistently for them.
- ❖ Participate in planning and implementation of events and programs including but not limited to Co-Teacher training, Student Orientation, Grandparents Day, Graduation, Information Meetings, Teacher In-Service, on-going Professional Development for teachers, and New Teacher Training with other staff team members.

Principal is responsible for training and supervising teachers throughout the school year:

- ❖ Work closely with teachers to monitor the implementation of policies or curriculum, to support them in communicating with co-teachers, and provide information and training required for them to teach successfully at Legacy Prep
- ❖ Write offer letters and contracts for teachers
- ❖ Coordinate or perform system set up of teachers, including Ren Web and email
- ❖ Ensure teachers perform required duties and procedures and follow the guidelines for the department and school. Implement Immediate Actions Plans when necessary
- ❖ Conduct team meetings, at least one per quarter, to facilitate communication about school policies and procedures; coordination of the curriculum; and assistance with teaching techniques, classroom management, and parent/student relationships
- ❖ Observe, evaluate, and train all teachers within the Middle School according to the evaluation schedule and as needed for adequate monitoring of the academic program, teaching ability, and classroom management within the department
- ❖ Check lesson plans weekly
- ❖ Recommend teachers for rehire

- ❖ Interviewing and recommending new teachers for hire to the Head Administrator
- ❖ Train and assist new teachers with lesson plans, homework assignments, grading requirements, curriculum, and other things as needed
- ❖ Maintain departmental records of teacher training, evaluations, yearly communication, overviews, individual course curriculum guides within the department, and staff development plans
- ❖ Meet with parents regarding teacher concerns if parent is unable to resolve directly with teacher
- ❖ Maintain Legacy website for Middle School, including current job openings and teacher biographies

Principal is responsible for overseeing the academic placement and status of all students in Middle School and High School:

- ❖ Check grades periodically to assess students' academic achievement
- ❖ Monitor expedition of progress reports and report cards
- ❖ Work with teachers to resolve grading issues
- ❖ Meet with parents regarding grade issues
- ❖ Review/file student progress reports and report cards; archive report cards at year end
- ❖ Provide academic counseling to new and current families regarding grades
- ❖ Oversee placement testing upon admission to Legacy Prep
- ❖ Help develop and establish the course schedule for the fall and spring semester
- ❖ Determine and distribute honor roll awards quarterly and annually
- ❖ Determine and monitor students on academic probation
- ❖ Set up courses, classes and grade books in Ren Web
- ❖ Enter students into courses in Ren Web
- ❖ Implement Academic Modifications for students after reviewing outside professional testing results and consulting with parents and teachers
- ❖ Work with the Academic Advisor to ensure transcripts are accurate
- ❖ Approve transfer credit for high school courses

The Principal and Testing Coordinator are responsible for analyzing and reporting information to the administration and board related to achievement testing and for coordinating the tests.

- ❖ Analyze for trend data regarding curriculum
- ❖ Analyze and report data to all stakeholders
- ❖ Coordinate and administer achievement testing, consulting with other Principals across grade levels

The Principal will work with teachers, parents and administration to develop, select and implement curriculum at Legacy Prep:

- ❖ Help the Curriculum Coordinator establish an Academic Committee consisting of grade level parent representatives and teacher representatives
- ❖ Coordinate training required for teachers to successfully implement curriculum within the classroom
- ❖ Ensure curriculum meets or exceeds TEKS and the NAUMS standards.
- ❖ As needed, coordinate and help develop lesson plans for new and developing curriculum.
- ❖ Oversee the maintenance of overviews, individual course curriculum guides, scope and sequence, curriculum requirements
- ❖ Coordinate with members of the academic team to streamline curriculum across grade levels
- ❖ Maintain Legacy website for Middle School, including course catalog, curriculum overview, textbook list, and summer bridge.

The Principal is responsible for supervising the Middle and High School Curriculum throughout the school year:

- ❖ With the Curriculum Coordinator and Department Heads, develop and maintain departmental philosophies, scope and sequences, goals and objectives, adjusting as needed to better fit program needs and insure excellence relating to teaching; via curriculums, curriculum guide, grading and other standards, and other academic program development.
- ❖ Manage the teaching material inventory. Collaborate with Curriculum Coordinator to ensure correct curriculum pieces for our online bookstore, classbook.com.
- ❖ Manage the departmental budget and coordinate requests/purchases for curriculum, teaching materials, and supplies from the teachers needed for the academic program.
- ❖ Work closely with the DOFM to ensure Biblically integrated lesson objectives across the curriculum and equip teachers to teach purposefully through a biblical worldview.

The Principal is responsible for analyzing and understanding the standards contributing to accreditation that involve advising, grading, placement, achievement scores, and curriculum.