

FIRST BAPTIST ACADEMY  
**HIGH SCHOOL PRINCIPAL  
JOB DESCRIPTION**

**ACCOUNTABLE TO:** School Administrator

**PURPOSE:** The High School Principal, in cooperation with the rest of First Baptist Academy's administrative team, is directly responsible for the administration of all activities related to the high school program and its curriculum.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Supervise all teachers of grades 9-12, including:
  - a. grade and class assignments
  - b. teacher orientation week and debriefing
  - c. observation and evaluation
  - d. ACSI teacher certification
  - e. enforcement of the guidelines in the teacher handbook
2. Supervise all students in grades 9-12, including:
  - a. admissions testing and parent interviews
  - b. disciplinary processes
  - c. enforcement of the guidelines in the student handbook
3. Schedule and staff the high school program during the school year and make adequate preparation for the next school year.
4. Develop and update publications regarding the high school program.
5. Responsible for course schedules, student course selection process, and individual student programs.
6. Lead high school prayer and staff meetings and communicate with high school staff changes/updates.
7. Coordinate daily staff supervision due to staff absence.
8. Lead parent orientation meetings.
9. Supply budget information for all aspects of operation for the coming year.
10. Organize, supervise, and or coordinate high school field experiences and trips.
11. Coordinate and lead meetings of parents, students, and staff over individual student academic and/or behavior problems.

12. Supervise and advise the operation of the student government.
13. Create a calendar of events for the high school program.
14. Coordinate and administer mid-term and final exams schedules.
15. Oversees High School graduation activities and ceremony.
16. Coordinate grading period and year-end awards.
17. Oversees school activities, clubs, and extracurricular activities of the High School.
18. Identify and coordinate special needs students for additional assistance in the resource teacher's class.
19. Coordinate scholastic competitions for High School Students.
20. Conduct teacher observations and end of the year reviews with high school staff.
21. Handle conflict that may arise involving teachers and students, parents, or other staff.
22. Monitor completion of quarterly and yearly grade averages for report cards and office files.

**MINIMUM QUALIFICATIONS:**

1. Masters degree in education or school administration.
2. Two to five years administration experience desirable.
3. Certification in school administration and/or school superintendent desirable.
4. Certified teacher (Five years experience required).