

# Wesleyan School



## High School Principal

*The High School Principal, who reports directly to the Headmaster, must have a strong grounding in the Christian faith, a fierce commitment to the preservation and advancement of the mission of the school, an advanced degree, a positive attitude, a collaborative mindset toward decision making, a humble spirit, endless energy, and previous experience in school leadership.*

### Responsibilities:

- ❖ Oversees all aspects of the high school
- ❖ Has the primary responsibility for setting and administering the division budget
- ❖ Plays an active leadership role in:
  - ◆ Communication with parents
  - ◆ admissions
  - ◆ teacher assignments
  - ◆ teacher supervision and evaluation
  - ◆ academic and non-academic program development
  - ◆ development of an appropriate schedule that is reflective of the priorities and values of the division and the overall school
  - ◆ facilities stewardship and usage
  - ◆ Christian life
- ❖ Collaborates with headmaster, lower and middle school principals, assistant headmasters, department chairs, grade chairs and high school counselor
- ❖ Collaborates with the Dean of Students on all student discipline matters
- ❖ Oversees the student drug testing program
- ❖ Collaborates with the Assistant Headmaster for Academic Affairs on evaluating curriculum, developing new courses, and the hiring and retaining of faculty and staff
- ❖ Coordinates, oversees and leads the grade chair structure in the high school
- ❖ Oversees baccalaureate and graduation preparations
- ❖ Plans monthly division meetings
- ❖ Attends extra-curricular events
- ❖ Teaches one class

### Qualifications:

- ❖ Appropriate graduate degree
- ❖ Strong interpersonal, communication, and leadership skills
- ❖ Organizational skills
- ❖ Team player and encourager
- ❖ Experience as an educational leader