

JOB TITLE
PRINCIPAL (SECONDARY)

DUTIES & RESPONSIBILITIES:

1. Directs and ensures the implementation of the secondary school curriculum approved by the Ministry of Education by
 - developing the stated programme of the school in collaboration with teachers and parents;
 - ensuring that teachers prepare schemes of work, weekly records and evaluation and lesson notes in accordance with the approved curriculum for each subject;
 - reviewing schemes of work, weekly records and evaluation and lesson notes in accordance with the approved curriculum for each subject;
 - allocating special responsibilities and assigning teachers to classes;
 - assigning students to classes/forms in accordance with the established policy of the Ministry of Education;
 - devising guidelines for the preparation of examinations;
 - reviewing examination question papers and marking scripts to ensure conformity with the requirements of the curriculum;
 - evaluating students' academic and behavioural progress through examination results and teachers' reports;
 - ensuring the development of remedial and enrichment programmes as appropriate; and
 - ensuring the development of co-curricular activities.

DUTIES & RESPONSIBILITIES (Cont'd)

2. Manages the conduct of internal and external examinations. This may include establishing guidelines for the conduct of examinations.
3. Supervises the work of teaching and non-teaching staff. This function includes
 - monitoring teachers on a regular basis in the performance of their duties;
 - monitoring the non-teaching staff in the performance of their respective duties;
 - appraising staff performance (including completing annual staff report) and taking necessary action in accordance with established procedures;
 - counselling and assisting teaching and non-teaching staff, as necessary;
 - conducting regular staff meetings;
 - facilitating training of teachers and providing demonstrations of and guidance in the use of various teaching methods.
4. Establishes and maintains systems and procedures for
 - ensuring that a safe, productive and healthy environment exists within the school compound;
 - facilitating the all-round development of the students;
 - ensuring that the school buildings are in good repair by coordinating and monitoring maintenance and repairs; and
 - ensuring the security of plant and equipment.

DUTIES & RESPONSIBILITIES (Cont'd)

5. Reports on and discusses students' academic and behavioural problems with parents/guardians, suggests remedial action and/or takes appropriate disciplinary action where necessary.
6. Ensures the preparation and maintenance of school records and statistical data for submission to the Ministry of Education, and to the School Board (where applicable).
7. Prepares draft estimates of expenditure for the school for submission to the Ministry of Education.
8. Manages the funds allocated by the Ministry of Education and submits financial reports to the Ministry of Education and other supervisory bodies as required.
9. Establishes procedures, in collaboration with staff, for the management of school funds realised from other sources and accounts to the Ministry of Education as required.
10. Establishes and maintains communication with individuals and community organisations which can assist the school.
11. Communicates and meets with the Schools' Parent Teachers' Association and other school related bodies to advise and collaborate on school activities and other special events.
12. May teach a specific subject in accordance with the approved curriculum through use of appropriate teaching methods, techniques and strategies, such as lectures, discussions, demonstrations, selected audio/visual aids, group and individual work.
13. Attends meetings to discuss matters relating to school and in the case of denominational schools complies with directives of the Board.
14. Performs other duties related to job function which may be assigned from time to time.

EQUIPMENT AND/OR PROTECTIVE GEAR USED

Required to use equipment such as:

- Public Address System
- Computer
- Audio/Visual Equipment.

AUTHORITY TO:

- Authorise payments, within approved limits, for the purchase of school equipment/material for school in keeping with relevant Financial Regulations
- Expend funds allocated to the school in accordance with policies laid down by the Ministry of Education
- Review and sign/prepare official documents
- Approve students chosen to represent the school in co-curricular activities
- Suspend students from attendance on account of misconduct for a maximum period of seven (7) days
- Suspend students from attendance on account of contagious diseases
- Grant time-off to staff
- Assign teachers to classes as well as allocate duties and responsibilities
- Determine persons' right of access to school premises
- Appraise staff performance

AUTHORITY TO (Cont'd)

- Make impromptu decisions e.g., close school in emergency situations
- Authorise use of the school premises in keeping with Ministry of Education policy
- Modify school programme as appropriate to needs of school, as appropriate
- Determine the allocation of bus passes, meals and textbooks to needy students
- Make recommendation to the Ministry of Education/School Board with respect to the selection, promotion, transfer and discipline of staff
- Make recommendation to the Ministry of Education for students to repeat school year in accordance with the Ministry of Education guidelines
- Make recommendation to the Ministry of Education for the expulsion of students
- Determine the eligibility of students to write external examinations based on attendance, conduct and course marks.

PERFORMANCE CRITERIA & STANDARDS**This job is satisfactorily performed when**

- procedures are put in place to ensure that the implementation of the schools' curriculum and programme are effective
- adequate procedures are in place to ensure that duties performed by teaching and non-teaching staff are in accordance with established guidelines/procedures
- procedures are in place for effective maintenance and security of physical plant and equipment

PERFORMANCE CRITERIA & STANDARDS (Cont'd)

- records for submission to the Ministry of Education are accurately completed within the given timeframe and in accordance with the Ministry of Education guidelines
- procedures are put in place for the accurate maintenance of school records
- draft estimates and other financial documents are prepared in accordance with established procedures/Financial Regulations, and are submitted within the stipulated time frame
- funds are expended to the benefit of the school and in accordance with the Financial Regulations
- staff have been appraised within the stipulated time frames and appropriate discussions held with the appraisee
- meetings are held with the Parent Teachers' Association
- On-the-job training of teaching staff is conducted periodically.