

# Fremont High School Administrator

**For the 26-27 school year, you will serve as an assistant to the current principal assisting with the following responsibilities. You will assume the role of principal in the 27-28 school year and assume these responsibilities.**

## Primary Function

Support the planning, administration, and evaluation of essential high school operations.  
Oversees and manages student conduct and attendance.

## Responsibilities

1. Oversees student conduct and behavior in school buildings, on school grounds, and during school-sponsored activities, ensuring compliance with District policies and state regulations.
2. Administers discipline for violations of school, District, and state policies and regulations. Refers students for special counseling services and assistance within the school, community, regulatory agencies, and medical profession as needed.
3. Provides counseling to students and parents regarding attendance, behavior, attitudes, probation, and suspension/expulsion procedures to mitigate unacceptable behavior.
4. Manages the development and implementation of attendance procedures and assures there will be accurate record maintenance within the office.
5. Assumes administrative responsibilities during the principal's absence.
6. Coordinates and supervises the special education program; serves as the administrative representative for psychological assessments, Individualized Education Plan (IEP) reviews, and parent conferences, ensuring compliance with District, state, and federal guidelines.
7. Recommends staff employment and termination; supervises and evaluates assigned personnel.
8. Coordinates efforts between the school and external agencies (e.g., juvenile department, local businesses) and liaises with police, fire, and other emergency services.
9. Participates in supervising the instructional process; contributes to curriculum revisions and collaborates with and evaluates teachers.
10. Develops and manages Alternative Programs; informs students of available opportunities.
11. Engages with parent and community groups on school-related issues.
12. Contributes to the development, implementation, and evaluation of the School Improvement Plan.
13. Leads and participates in professional development activities for school and district staff.
14. Coordinates a balanced assessment plan that supports student learning and quality instruction while meeting state and federal regulations.
15. Assures the maintenance of all records, including progress, behavioral, and permanent records.

16. Assures the collection, input, and maintenance of all data related to student achievement and school operations.
17. Coordinates the placement of student teachers and college practicum teachers.
18. Oversees the athletic program through the Athletic Director/Coaches.
19. Oversees the finances of the school treasurer and high school finances.
20. Provides supervision for school activities during and after school hours.
21. Performs additional duties as assigned.

## **Key Relationships**

**School Principal:** Reports to the Building Principal in 26-27. Reports to the Superintendent in 27-28.

**School Licensed and Classified Staff:** Supervises and evaluates the performance of assigned personnel and school programs.

**Community Agencies:** Collaborates to resolve student issues and coordinate school activities.

## **Minimum Qualifications**

Master's degree in school leadership.

Three years of teaching or educational administrative experience.

Valid Indiana Administrative License.

## **Term of Employment**

210 days for 26-27

215 days for 27-28