

JOB DESCRIPTION

JOB TITLE: Principal – Rawlins Middle School

REPORTS TO: Superintendent

DEPARTMENT: Administrative Staff

I. NATURE AND SCOPE OF JOB:

The principal is responsible for all aspects of the building which include: Instruction, curriculum, staff supervision and evaluation, staff development, student discipline, record keeping, public relations, and maintenance of building and grounds.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTION:

A. Essential Functions:

1. Assures practice of quality instruction throughout the school.
2. Maintain a current building profile and school improvement plan.
3. Tracks student achievement data.
4. Responsible for the development and implementation of research based instructional processes.
5. Provides a safe and orderly environment.
6. Works collaboratively with appropriate District personnel to develop and sustain a quality curriculum.
7. Supervises all certified personnel in a manner consistent with school and District guidelines and beliefs.
8. Supervises all non-certified personnel in a manner consistent with school and District guidelines and beliefs.

A. Essential Functions, continued:

9. Assumes responsibility for recruiting and retaining a quality staff.
10. Establishes guides for proper student conduct and maintains student discipline.
11. Provides for accurate record keeping in the areas of attendance, student files, achievement, safety drills and special education.
12. Prepares and administers the budget and ensures that all monies collected and disbursed are properly accounted for.
13. Manages the various school improvement processes (North Central Accreditation, State Department of Wyoming Accreditation).
14. Provides for timely and straight forward communications with parents and community, and encourages their involvement within the school.
15. Assumes responsibility for the overall operation of the school, including the physical plant.
16. Is responsible for the administration of District and state testing programs, as directed by the Board and state regulations.
17. Establishes and maintains favorable relations with local community groups and individuals to foster understanding and to solicit support for overall school goals and programs.
18. Maintains high standards of ethical behavior and confidentiality of student information.
19. Performs all duties as assigned.

B. Non-Essential Functions:

1. Builds master schedules.
2. Supervises student activities.
3. Attends student activities.
4. Conducts staff meetings.
5. Attends District meetings and functions.
6. Attends special education meetings.
7. Drafts and updates student and staff handbooks.

B. Non-Essential Functions, continued:

8. Conducts follow-up studies.
9. Serves as a liaison to city, county, state, and national agencies.
10. Assists in the planning and conduct of ceremonial activities.

III. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Must understand the psychological and physiological development of children.
2. Knowledge of curriculum and principles of learning.
3. Ability to develop a school improvement plan and make decisions to facilitate its fulfillment.
4. Possess the ability to ascertain teacher effectiveness.
5. Ability to weigh options, think clearly and evaluate accurately.
6. Ability to understand and facilitate needs of various personality types.
7. Ability to make decisions with sound emotional judgment.
8. Ability to concentrate with numerous interruptions.
9. Be persuasive, alert, creative, and have patience, initiative, and reasoning.

B. Education, License, Certification or Formal Training:

1. Master's degree (or higher) in Administration from an accredited college or university.
2. Possess Wyoming State Certification
3. Continued Professional Growth
4. Successfully pass District Bloodborn Pathogens training.
5. Hold a valid driver's license and be able to meet District insurance qualifications.

C. Equipment Used:

Computer
Audio-Visual Equipment
Telephone
Copy Machine
Timing equipment related to daily bell and fire alarm panel

D. Physical Demands:

1. Possess proper stress management techniques.
2. Long hours and weekends.

E. Environmental Demands:

1. Be prepared to work out of doors as well as perform indoor administrative functions.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines and Traci Blaize.

2/21/05

5/2/14