

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Principal, High School

Purpose of the Job

The high school principal shall be responsible for establishing and maintaining effective school leadership to enable success for all. As administrative team leader, the principal will be highly visible, work toward success for all, be an active listener, promote a caring, supportive, healthy and safe learning environment, value staff input, maintain high performance standards, know effective instructional practices, be visible in classrooms, work collaboratively to solve problems and encourage effective communication in the school and its communities.

As high school administrative team leader, the principal will be responsible for involving members of the school community (staff, students, parents and community members) in developing school and student learning improvement goals and action plans.

Essential Job Functions

1. Provide educational leadership consistent with the secondary education guiding principles.
2. Focus on respect and success for all.
3. Provide a caring, supportive, healthy, and safe learning environment.
4. Lead the school's administrative and school leadership teams in implementing the school mission and goals for improvement.
5. Develop positive, supportive and collaborative working relationship with and among students, staff, parents and community members.
6. Facilitate leadership in planning, developing, and achieving success in educational programs and student support services.
7. Provide leadership for developing, implementing and evaluating the school and student learning improvement plans.
8. Be highly visible in the school, classrooms and communities.
9. Establish and maintain clear expected behavior and discipline standards
10. Communicate effectively with students, staff, parents and communities.
11. Build healthy school/community relations and partnerships and be active in our communities.
12. Promote awareness and understanding of and responsiveness to the needs of a diverse student population.
13. Provide leadership for selection, assignment, professional development and evaluation of school staff.
14. Develop the school budget and manage allocated funds consistent with the school and student learning improvement plans and in accordance with district policies, procedures and contractual obligations.
15. Monitor the maintenance, use, and security of the school's facilities.
16. Administer policies, rules and regulations established by the State of Washington, State Board of Education, North Kitsap Board of Directors, and the school district administration.

Qualifications:

Education & Experience:

1. Five (5) years successful public school teaching.
2. Successful experience in secondary school leadership and administration.
3. Experience working collaboratively with staff and students and families to develop a positive learning environment.
4. Experience working with students and families from a variety of cultural backgrounds.

5. Experience implementing student learning improvement efforts in a secondary school.
6. Successful experience facilitating educational reform in a secondary school.

Knowledge Skills & Abilities:

Licenses, Certificates & Special Requirements:

1. Possess or be eligible for Washington State Principal Certificate for the appropriate level.
2. Master's Degree in educational administration, supervision, or appropriate related field.

Reporting Relationship:

Reports directly to the Director of Secondary Education.

Conditions of work:

Union Affiliation:

NKSAA

FLSA Status:

Exempt

Salary Range:

NKSAA

Job #

Job History:

Created: 2/29/88; Revised: 01/03, 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice