

LYON COUNTY SCHOOL DISTRICT - HR Department

Principal

Job Group: Administration - Licensed

Classification: Certified

Terms of Employment: 11 Months

Elementary School 210 Days

Intermediate/Middle School 215 Days

High School 220 Days

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Administrator Employee Salary Schedule.

POSITION SUMMARY:

This position functions as the instructional leader and chief administrative officer of the school.

Responsibilities include direction of the instructional program, operation of the school facility, coordination of staff and pupil activities, and participation in community affairs in a leadership role. This position is directly responsible to the Deputy Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Interpret, communicate, and implement the Lyon County School District's identified goals; gather and analyze data to identify and implement the school's goals.
2. Select, assign, supervise, and evaluate staff; provide appropriate staff development activities to ensure job effectiveness.
3. Plan, organize, and utilize resources for the development and implementation of the District and State curriculum.
4. Establish procedures for utilizing the school's budget with appropriate staff involvement and in a manner consistent with the District's budgeting procedures and regulations.
5. Facilitate the School Performance Plan (SPP) Process and meet all necessary guidelines, expectations, and timelines.
6. Establish an effective system for communicating school matters to staff, students, parents, and the community.
7. Implement procedures to foster and maintain community confidence in the school by developing an atmosphere of respect, interest, and enthusiasm within the school.
8. Ensure accurate student records and attendance accounting, efficient school facility management, and effective use of transportation services.
9. Direct student counseling and discipline activities to ensure compliance with standards established by the Board of School Trustees and state law.
10. Organize, coordinate, and supervise co-curricular and extracurricular activities. Develop and implement measures for crowd control as well as participant, staff, and spectator safety, as appropriate.
11. Utilize, coordinate, and evaluate all of the Lyon County School District's services and programs as they affect the operation of the school.
12. Plan, organize, and implement emergency procedures relating to the safety of the students and staff.
13. Delegate duties for effective staff utilization but assume final responsibility for the overall school program.
14. Encourage the professional growth of teachers by advance training, experimentation and evaluation.
15. Supervise the maintenance of school records and complete necessary reports in a timely manner.

16. Comply with legal and regulatory requirements of the various government agencies.
17. Coordinate with Maintenance/Janitorial Supervisors for a safe, clean, attractive, and well-kept buildings and grounds.
18. Ability to appropriately handle stress and work cooperatively with peers and supervisors in sharing ideas, techniques, and procedures for improvement of the learning environment.
19. Regular and consistent punctuality and attendance are essential functions of the job.
20. Keep abreast of new information, innovative ideas and techniques.
21. Adhere to all district health and safety policies.
22. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly both orally and in writing.
2. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations and agencies.
3. Ability to utilize and promote participatory management techniques.
4. Possess physical and mental stamina required by the responsibilities of the position.
5. Possess personal characteristics, including but not limited to, poise, perspective, integrity, and flexibility necessary for success as an administrator in the Lyon County School District.
6. Evidence of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
7. Understanding and sensitivity to the needs of the various cultural and ethnic groups in the school community and to the needs of students and staff with handicapping conditions.

POSITION REQUIREMENTS:

Education and Training:

Master's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Have previously demonstrated at least three (3) years of successful licensed teaching experience and at least one (1) year of leadership experience in an accredited K-12 public or private school.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing

and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT		X		
Driving a Vehicle	X			
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				

Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day	X			
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____