



ADMINISTRATION

BUILDING PRINCIPAL

JOB DESCRIPTION

JOB TITLE: Summer School Principal
REPORTS TO: Assistant Superintendent
LOCATION: Various sites

FLSA STATUS: Exempt
PAY GRADE: \$5,000
DAYS: Please see below
JOB ID & DATE: ADM-81 | January, 2023

JOB PURPOSE SUMMARY

Responsible for leadership of the campus instructional program ensuring high standards of instruction and student achievement, compliance with district policies, application of instructional programs, and effective operation of all campus activities.

SUMMER SCHOOL POSITION DATES

Important Dates:

- **Student Start Date:** Wednesday, May 31
- **Student End Date:** Thursday, July 13
 - Mondays through Thursdays
 - Elementary from 8:00-1:00
 - Secondary from 8:45-1:45
- **No School:** June 19 (paid), July 3 (not paid), and July 4 (paid)
- **Celebration of Learning for Students and Families:** Thursday, July 13 during summer school hours hosted at each site

Summer Principal Training Dates

- Monday, March 6 from 5:00-7:00
- Monday, April 3 from 5:00-7:00
- Monday, April 17 from 5:00-7:00
- Monday, May 1 from 5:00-7:00

Summer Staff Training Dates (principals, teachers, paras, office staff, ESY)

*Times are subject to change

- Monday, May 15 from 5:00-8:15
- Wednesday, May 17 from 5:00-8:15
- Monday, May 22 from 5:00-7:45

- Wednesday, May 24 from 5:00-8:15
- Tuesday, May 30 from 8:00-3:30

REQUIREMENTS

Education Level Details

Master Degree

License / Certification Required

Valid Colorado Driver's License.
Valid Colorado Principal License

Work Experience Required

Minimum of 5 years teaching experience, 8 years or more preferred
Minimum of 2 years in a school leadership role

Other Skills and Abilities Required

Demonstrated experience analyzing data and providing/implementing recommendations to increase achievement.

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Excellent organizational, communication, public relations, and interpersonal skills

Knowledge of Colorado School Law.

Demonstrated experience supervising people and programs.

Bilingual (preferred).

Requirements

Regular attendance and punctuality are essential job functions

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional Management

- Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
- Provide instructional resources and materials needed to accomplish instructional goals.
- Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.

- Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
- Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

School or Organization Improvement

- Build a common vision for school improvement with staff. Direct planning activities and implementing programs to ensure attainment of the school's mission.
- Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision making committees.
- Demonstrate campus progress using results to promote school improvement.
- Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.

Student Management

- Act as campus behavior coordinator in accordance with state laws and regulations.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
- Conduct conferences about student and school issues with parents, students, and teachers.

Fiscal, Administrative and Facilities Functions

- Comply with district policies, state and federal laws, and regulations affecting schools.
- Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
- Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
- Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.

Personnel Management

- Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus.

- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
- Work with campus-level planning and decision-making committees to plan professional development activities
- Conduct supervisory responsibilities in accordance with the district's policies and applicable laws.

School and Community Relations

- Articulate the school's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

Campus Level Specific

High School

- Direct and manage extracurricular and intramural programs including management of multiple activity funds.
- Supervise department leads in the development, implementation, and monitoring of instruction.
- Coordinates with building and grounds maintenance to ensure the building is prepared for all activities
- Manages school safety and security processes including crisis management procedures.
- Manages the student graduation process

Middle School

- Direct and manage extracurricular and intramural programs including management of multiple activity funds.
- Supervise department leads in the development, implementation, and monitoring of instruction.

- Coordinates with building and grounds maintenance to ensure the building is prepared for all activities
- Manages school safety and security processes including crisis management procedures.
- Manages all student grade reporting processes, honor roll, and student records
- Organizes, develops, facilitates, and monitors campus Professional Learning Communities (PLC)
- Manages school logistics and budgets

Elementary School

- Lead in the development, implementation, and monitoring of instruction.
- Organize school events and assemblies
- Handle emergencies and school crises.
- Organizes elementary enrollment
- Organizes, develops, facilitates, and monitors campus Professional Learning Communities (PLC)

Early Childhood School

- Lead in the development, implementation, and monitoring of instruction.

Other Duties

- Administration include group facilitation, collaboration, and coaching, interviewing, hiring and training employees; planning, staffing and directing work; conferences, goal setting, formal and informal observations, ongoing feedback and employee evaluations; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems

SUPERVISORY RESPONSIBILITIES

Supervise, evaluate, and recommend the hiring and firing of staff assigned to campus including administration, assistant principal(s), certified staff including teachers, counselor(s), librarian(s), support and tech staff and classified staff including but not limited to instructional aides, clerical support staff, and custodians.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Environment: The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in classrooms, offices, work stations and meeting rooms.

Movement: The position requires frequent walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials.

Physical: The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Work involves everyday risks and discomforts which require normal safety precautions when operating equipment or performing job duties. May work prolonged or irregular hours and must be able to maintain emotional control under stress. The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds,

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position requires travel to various campuses, district meeting sites and conferences/meetings in and out of state. The position may require the employee to work some evenings and weekends. This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____