

## **27J SCHOOLS**

### **ADMINISTRATIVE POSITION JOB DESCRIPTION**

**Job Title:** High School Principal  
**Last Modified:** November 9, 2017, Reviewed December 2020  
**Work Year:** 230 Paid Days  
**Department:** Building Site Administration  
**Reports To:** Chief Academic Officer & Director of Student Achievement

**POSITION SUMMARY:** Provides support for the educational process by functioning as the building administrator for the High School; uses leadership, supervisory, and administrative skills to promote the educational development of each student; organizes, directs, evaluates, supervises, and coaches staff; evaluates and administers the operations and programs of the high school including personnel, the physical plant, budget, student services, athletic programs and activities, and curriculum and instructional programs; acts as a representative of the District in various community groups and forums; serves as member of District Leadership Council.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides support for the educational process by functioning as the building administrator for the high school. Coordinates, implements, and evaluates the instructional program and master schedule. Supervises the guidance program to enhance individual student education and development.
2. Leads and coordinates the development and implementation of the Unified Improvement Plan. Monitors implementation benchmarks throughout the process, provides support for students and staff in change efforts.
3. Leads the process for observing, evaluating, and supervising and coaching all certified and classified staff on a regular scheduled program each school year. Develops and monitors all members of the staff to build their capacity to meet the learning needs of students by monitoring student achievement and formative assessment of professional development.
4. Uses leadership, supervisory and administrative skills to promote the educational development of each student. Works collaboratively with parents, staff and students to formulate a school vision and develop goals and objectives consistent with district goals and objectives. Leads in the development, monitoring, and evaluation of the instructional program based on district content standards and assessment requirements.
5. Organizes, directs, and coordinates the recruiting, screening, hiring, training, assigning, supervision and evaluation of the school staff. Coordinates the professional development opportunities for staff. Participates in professional growth activities.
6. Evaluates and administers the operations and programs of the high school including personnel, the physical plant, budget, student services, athletic programs and activities along with curriculum and instructional programs.
7. Establishes and maintains a safe, effective learning climate in the school by implementing discipline, attendance, health and safety programs aligned with district policies.
8. Demonstrates sensitivity to the cultural diversity of the school and community.
9. Establishes and maintains positive public relations with district, community, staff, students and parents through effective communication.
10. Administers budget allocations and grant funds in a responsible, efficient, and effective manner.
11. Ensures the safety and security of students and staff.
12. Manages and ensures the maintenance of the school facility.
13. Acts as a representative of the District in various community groups and forums. Serves as a member of the District Leadership Council.
14. Establishes and maintains positive public relations with the district, community, staff, students and parents through effective communication.

15. Demonstrates knowledge of and supports board policies and negotiated agreements.
16. Follows through on all duties as assigned by the supervisor and/or the Superintendent.

#### **EXPERIENCE AND ACADEMIC PREPARATION:**

1. Master's Degree minimum; other advanced graduate work preferred.
2. Colorado Principal License or Administrator License required.
3. Experience as a school principal or assistant principal required.
4. At least three years teaching experience at the secondary level required.
5. Training and/or experience in major areas of personnel and personnel management required.
6. Experience and knowledge of curriculum for secondary schools, with a knowledge of state standards required.
7. Demonstrated leadership experience in collaborative decision making required.

#### **OTHER REQUIREMENTS:**

##### **Ability to:**

- understand, exchange, and present verbal information/instruction with others of varied back grounds.
- read and understand written materials.
- translate verbal communication into effective written material; e.g., reports and other documents.
- summarize written material into effective verbal communication; e.g., oral reports to groups or individuals.
- remember situations, details, laws, regulations, procedures, policies, and the like.
- understand and perform mathematical computations.
- apply problem solving skills in developing solutions for unanticipated issues and challenges.
- conceptualize and apply analytical skills.
- identify conflict and take the steps necessary to resolve the issues.
- understand and apply organizational theories and practices in the administration of policies, procedures, programs and communications.
- work with high risk students.
- effectively communicate orally and in writing, with students, parents, staff and governmental agencies.
- use problem solving and conflict resolution skills.

**EQUIPMENT USED:** Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to distinguish small objects at near distances.
3. Ability to communicate regularly. (Speech/Hearing)
4. Ability to remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.

#### **MENTAL REQUIREMENTS:**

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

**ENVIRONMENTAL CONDITIONS:** The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.