



PRINCIPAL ADMINISTRATION - SCHOOL LEADERSHIP JOB DESCRIPTION

JOB TITLE: Principal
REPORTS TO: Chief Innovation Officer
LOCATION: Campus

FLSA STATUS: Exempt
PAY GRADE: See Below
DAYS: 228
JOB ID & DATE: ADM-80 | May, 2023

Elementary School: Pay Grade: ADM06 Days: 228
Middle School: Pay Grade: ADM07 Days: 228
High School: Pay Grade: ADM09 Days: 228
Alt High School: Pay Grade: ADM08 Days: 228

JOB PURPOSE SUMMARY

Serves as the educational leader of the assigned campus. Responsible for managing policies, regulations and procedures to ensure all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. Guides the character of the school and serves as a model for staff; pivotal in building a high performing team of teachers and support staff. Dedicated to helping students achieve personal and academic success by using proven best practices for teaching and learning.

REQUIREMENTS

Education Level Details

Master's degree

License / Certification Required

Colorado Principal License Required, Administrator License Preferred.
Teaching certificate and experience required

Work Experience Required

3 years of successful experience as a building leader

Other Skills and Abilities Required

- Possesses a moral and ethical compass.
- Demonstrates a heart and passion for leadership.
- Identifies quality instructional and non-instructional staff and inspires excellence in them.
- Shows strong self-esteem.
- Makes decisions for the benefit of the school and community s/he serves.
- Exhibits the flexibility and willingness to accept change.
- Possesses courage and persistence of one's convictions.
- Balances a superb intellect with common sense.

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.
- Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Develops and implements plans to: Increase student achievement; Increase attendance; Increase graduation rates; Strengthen instructional opportunities; Provide a safe learning environment; and Provide student services
- Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives
- Communicates, collaborates and builds strong relationships with key stakeholders including: Teachers and staff; Students and parents; Community and business partners; Other members of the school and district community
- Selects and mentors a high quality school staff
- Develops and maintains quality data, a balanced budget and operational systems control closely tied to instructional priorities

School / Organizational Climate

- Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Build a common vision for school improvement with staff. Direct planning activities and implement 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.
- Uses the district's evaluation system appropriately.

Administration and Fiscal/Facilities Management

- Defines fiscal needs in the budget development process and works directly with campus leaders on campus budgets

- Demonstrates responsible fiscal control over assigned program budgets.

Professional Growth and Development

- Provides leadership in professional growth and development for both principals and assistant principals
- Consistently demonstrates a professional manner in carrying out duties and responsibilities.
- Works collaboratively with cabinet and executive directors to design and implement leadership pathways for principals, assistant principals and teachers.

Academic Excellence Indicators & Campus Performance Objectives

- Supports activities of the Campus Improvement Team.
- Supports the analysis of data for consideration by School PLCs and Data Teams.
- Serves as a resource for research to facilitate development of campus plans.

Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Compliance

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all reports, records, and other required documents.

Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the summer school principal and the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES

Appraises Certified, Support and Tech, Classified, and Administrative staff

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Environment: Work is typically performed in classrooms, offices, work stations and meeting rooms. The employee may be required to work from a remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required. The position may require the employee to work some evenings and weekends.

Movement: The position requires occasional 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/Emotional: The employee may work prolonged or irregular hours and must be able to maintain emotional control under stress.

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: _____