# Job Description
# MOORE PUBLIC SCHOOLS

**Job Title:** **Principal/Assistant Principal**

**Qualifications:**

**Credentials:** School Administrative Certificate

**Education:** Master's degree in Education Administration, or related field

**Training/Experience Required:** Minimum of 3 years of teaching experience

**Special Skills, Knowledge, Abilities:**
Specialized Knowledge: Deep understanding of federal and state education laws and accreditation standards.

Communication Skills (oral, written, or business): Strong interpersonal, verbal and written communication, and conflict resolution skills.

Data Recording/Record Keeping: Maintains and updates records, identifying necessary changes using digital systems.

Mathematical Skills: Applies basic math operations with whole numbers, fractions, decimals, and percentages to support budgeting and data-driven decision-making.

Reading and Interpreting: Interprets complex documents including but not limited to contracts, regulations, schematics, and blueprints.

Business Machines: Proficiency in digital tools, data analytics, and educational technology.

**Job Goal (Purpose of Position):** Performs complex administrative duties under minimal supervision to oversee the education of students in the school. In addition, has supervisory responsibility to provide strategic leadership and oversight of school operations, ensuring high-quality education, effective staff supervision, and alignment with district policies and procedures. Manage curriculum implementation, resource allocation, and school-wide initiatives with autonomy, ingenuity, and sound judgement.

**Contact with Others:** Engages with all stakeholders using diplomacy, tact, and professionalism. Represents the school in formal settings, interprets policies and procedures, and facilitates conflict resolution through effective communication, negotiations, and problem-solving.

**Essential Job Functions (Performance Expectations):**

1. Manages program implementation with delegated authority to act with discretion, creativity, and ingenuity
    a) Oversees innovative, student-centered teaching and learning practices.
    b) Assists teachers in establishing meaningful goals, objectives and evaluation procedures related to educational enhancement.
    c) Assists teachers in evaluating their methods of instruction/teaching skills and effectiveness of learner outcomes.
    d) Assists teachers in addressing individual needs and fostering growth in core academic skills.
    e) Assists teachers in using community resources in their instructional program.
    f) Assists teachers in using data to drive instructional decisions and improve student outcomes.
    g) Understands that any district-wide initiatives are to be implemented as prescribed by the school board through policy or through the superintendent and/or district leadership through provided guidance and support.

2. Manages human resources and maintains productive relationship with staff
    a) EEO/Managing Diversity: Maintains an environment free of discrimination and sexual harassment in the workplace; encourages an environment of equal opportunity for all.
    b) Health and Safety in the Workplace: Promotes health and safety and eliminates unsafe and unhealthful working conditions; communicates with and properly trains staff to follow safety procedure; manages lost time due to worker accidents and injuries.
    c) Follows the applicable negotiated contracts for employee groups in addressing employee matters.
    d) Leads staff training and development, nurtures staff morale, and guides performance improvement, creativity, and professional growth aligned with educational excellence.
    e) Other Personnel Activities: Properly administers new employee orientation; hiring; performance appraisal; corrective counseling; constructive discipline; EAP intervention and referral; grievance handling; problem resolution; assignment of work; and implementation of other personnel policies.

3. Provides leadership for students
    a) Implements constructive student discipline to reinforce desired outcomes.
    b) Provides a respectful school culture where students take responsibility for their behavior and that of peers while enforcing policies and procedures to prevent harassment.
    c) Treats students as individuals and instills respect for civil rights and democratic responsibilities.
    d) Encourages ethical behavior and the development of strong moral values.
    e) Supervises student behavior on campus and during all school-related activities, both on and off-site.

4. Provides leadership for innovations and problem resolution
    a) Encourages and oversees projects that resolve special problems.

b) Supports teachers in planning innovative projects and encourages creativity and reasonable risk taking in a supportive environment.
c) Plans carefully the goals, objectives and evaluation of new projects and procedures and evaluates effectiveness of those projects.
d) Creates a proactive, collaborative environment that promotes problem-solving, productivity, and service excellence.
e) Involves students and staff in developing and maintaining reasonable standards of conduct.
f) Guides teachers in identifying root causes of challenges and engaging in solutions.
g) Carefully considers key factors such as costs, customer needs, policies, potential outcomes, etc. before making decisions. Engages relevant stakeholders in identifying and resolving issues to ensure support and alignment.

5. Efficiently and effectively organizes school operations to maximize student outcomes
   a) Communicates clear, consistent directions both verbally and written.
   b) Minimizes classroom interruptions to protect instructional time.
   c) Plans and holds productive staff meetings.
   d) Limits paperwork to essential requirements.
   e) Enforces attendance policies consistently.
   f) Oversees the health and safety programs.

6. Builds Strong Community Partnerships
   a) Engages community members involvement in school events and initiatives.
   b) Solicits input from the community to develop goals.
   c) Makes use of educational resources from the community.
   d) Clearly communicates school programs, policies, and procedures to the community.
   e) Keeps the community informed concerning the school program.
   f) Promotes effective parent-teacher communication.
   g) Encourages parental involvement in student support and discipline.

7. Maintains a Safe and Resource-Efficient Learning Environment
   a) Demonstrates fiscal responsibility, manages revenues and expenditures, maintains inventory, and ensures proper use of funds and resources.
   b) Monitors staff use of supplies and care of facilities, ensures availability of materials, and understands the cost accounting systems and associated budgets.
   c) Maintains facilities effectively within budget constraints.
   d) Ensures that maintenance and utility costs of buildings align with comparable schools.
   e) Promotes student pride in school facilities.
   f) Leads efforts to reduce waste and optimize material usage.

8. Has personal characteristics that encourage customer service and quality leadership
   a) Customer Service: Fosters a customer-focused culture by empowering staff to resolve issues, interpret policies and procedures, reduce “red tape”, and continuously improve service through training and coaching.

b) Managing Information: Delivers clear, professional communication; automates processes to support decision-making; listens to feedback; and keeps leadership informed of key concerns.
c) Planning and Organizing: Leads short and long-term planning aligned with changing demographics, technology, and funding; adjusts forecasts as needed; collaborates with internal and external stakeholders to achieve district goals.
d) Teamwork: Promotes cross-functional teamwork by sharing expertise and resources, solving problems collaboratively, and supporting District goals and objectives.
e) Positive Leadership: Leads with fairness, empathy, and respect; supports school initiatives with enthusiasm; values diverse perspectives in decision-making.

9. Commits to Ongoing Professional Growth
   a) Applies insights from professional sources.
   b) Actively participates in professional meetings and networks.
   c) Pursues professional development opportunities beyond district requirements.

**Supervision Exercised:** Oversees a large staff, focusing on planning, directing, problem-solving, and policy interpretation. Responsible for hiring, training, evaluating, and when necessary, taking appropriate disciplinary action.

**Reports To:** Superintendent or Designee

**Physical/Mental Requirements and Working Conditions:** The role requires the ability to work in a fast-paced, dynamic school environment. Must be able to remain mobile for extended periods, exercise stamina while moving throughout the campus, and occasionally lift or carry materials. Requires strong mental focus, emotional resilience, and the ability to manage multiple priorities under pressure. Must have the capacity to model ethical behavior, maintain confidentiality, and make sound decisions under pressure.

**Terms of Employment:** Work year to be established by the Superintendent

**Salary:** To be established by the Board

**Evaluation:** Performance of this job will be evaluated in accordance with Board policy.

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