

# VALDEZ CITY SCHOOL DISTRICT

## **High School Principal**

**SUMMARY:** The successful candidate should have an innovative, coachable, courageous, and growth based mindset and foster a climate of high expectations and achievement for students and staff, alike. He/she will model, develop, lead, and coach a veteran staff that meets the needs of students in accordance with the district's mission and goals through differentiated learning environments, instructional technology, clear and effective communication, and other tools and resources.

**JOB QUALIFICATIONS:** To apply a candidate must have an Alaska Type B Administrative Certificate, along with excellent demonstrated organizational and communication skills. 3-5 years of previously successful Principal experience is preferred.

**JOB DESCRIPTION:** The principal is directly responsible to the Superintendent. The principal shall have full responsibility for the total school program carried on in his/her building and shall execute that program under the general direction of the Superintendent; shall have line authority over all personnel in his/her building; is expected to furnish leadership for the staff assigned to the building or program. Providing such leadership includes keeping abreast of developments in the field of public education in general and in the fields of administration and supervision, as well as the newly legislated mandates.

The principal is responsible for the continuous study, evaluation, and improvement of the school, its program, and staff. The principal shall carry on public information activities to provide a continuous and appropriate interpretation of the school program to the general public. The principal must be able and willing to develop and facilitate community engagement in the school, and collaborative relationships with other small schools and their staffs.

### **JOB GOAL:**

- Use leadership, supervisory, and administrative skills to promote the educational development of each student.

### **PERFORMANCE RESPONSIBILITIES:**

- Establishes and maintains an effective learning climate in the school.
- Initiates, designs, and implements programs to meet specific needs of the school.
- Makes recommendations concerning the school's administration and instruction.
- Assists in the preparation and administers the school budget and supervises school finances.
- Supervises the maintenance of all required building records and reports.

- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Works with various members of the central administrative staff on school problems of District importance, such as transportation and special services.
- Keeps the Superintendent informed of events and activities of an unusual nature as well as routine matters related to the principal's accountability.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Maintains active relationships with students and parents.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Leads in the development, determination of appropriateness, and monitoring of the instructional program.
- Schedules classes within established guidelines to meet student needs.
- Assists in the development, revision, and evaluation of the curriculum.
- Supervises the guidance/counseling program to enhance individual student education and development.
- Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
- Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
- Maintains and controls the various local funds generated by student activities.
- Supervises the maintenance of accurate records on the progress and attendance of students.
- Assumes responsibility for his or her professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings; and enrollment in advanced courses.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Supervises all professional, paraprofessional, administrative, and support personnel attached to the school.
- Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
- Approves the master teaching schedule and any special assignments.
- Orients newly assigned staff members and assists in their development as appropriate.
- Evaluates and counsels all staff members regarding their individual and group performance.

- Conducts staff meetings to keep members informed of and solicits input on such things as policy changes and new programs.
- Assists in the in-service orientation and training of teachers, with particular responsibility for staff administrative procedures and instructions.
- Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
- Makes arrangements for special conferences between parents and teachers.
- Assumes responsibility for the safety and administration of the school facility.
- Supervises the daily use of the school facilities for both academic and non-academic purposes.
- Plans and oversees various emergency drills (fire, earthquake, etc.) and an emergency preparedness program.
- Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
- Provides for adequate inventories of school property and for the security and accountability of that property.
- Supervises all activities and programs that are outgrowths of the school curriculum.
- Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
- Serves as an ex officio member of all committees and councils within the school.
- Cooperates with college and university officials regarding teacher training and preparation.
- Responds to written and oral requests for information in a reasonable time frame.
- Assumes responsibility for all official school correspondence and news releases.
- Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- Serves as a member of such committees and attends such meetings as directed by the Superintendent.
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

- Administrative position - 216-day contract
- Salary determined by the placement of District approved salary schedule and the Valdez City School Board of Education.

**EVALUATION:**

Performance of this job will be evaluated by the Superintendent of Schools

Revised 5/18/2017