

Position Title Principal - Secondary

Band/Grade E-8-2-20

Immediate Supervisor Director of Instructional Services

Job Summary (Basic Purpose of Position)

Provide instructional leadership to promote the best possible curriculum and to motivate teachers to provide the best possible instruction to students. I provide administrative leadership to promote the efficient use of time, materials, staff, resources, funds and facilities.

Supervisor

Employee

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
<p>1. PROVIDE INSTRUCTIONAL LEADERSHIP</p> <p>1.01 Maintains knowledge and informs staff of major changes and developments in education.</p> <p>1.02 Motivates and encourages staff growth and development.</p> <p>1.03 Establishes and communicates philosophy, goals and objectives for the unit.</p> <p>1.04 Conducts short and long range planning activities.</p> <p>1.05 Reviews and evaluates aspects of curriculum and instruction.</p> <p>1.06 Monitors student performance.</p> <p>1.07 Provides inservice activities for staff.</p> <p>1.08 Promotes continuous improvement in all areas of organization, programs and activities.</p> <p>1.09 Allocates resources.</p> <p>1.10 Sustains personal growth and development.</p> <p>1.11 Perform other duties as assigned.</p>	<p>C4</p> <p>C4</p> <p>C5</p> <p>D7</p> <p>E8</p> <p>C4</p> <p>C4</p> <p>C4</p> <p>E8</p> <p>D</p>	<p>W</p> <p>D</p> <p>A</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>		<p><u>Knowledge</u></p> <p>1.01 SBR 200-10-1</p> <p>1.02 Curriculum theory</p> <p>1.03 Applicable statutes</p> <p>1.04 History and tradition of the district.</p> <p>1.05 Motivation theory and practices.</p> <p>1.06 Learning and developmental theory.</p> <p>1.07 Leadership theory</p> <p>1.08 Organizational theory</p> <p>1.09 Decision-making theory</p> <p><u>Ability</u></p> <p>1.01 Plan</p> <p>1.02 Communicate</p> <p>1.03 Delegate</p> <p>1.04 Allocate</p> <p>1.05 Organize</p> <p>1.06 Control</p> <p>1.07 Direct</p> <p>1.08 Motivate</p> <p>1.09 Build Consensus</p> <p>1.10 Maintain effective interpersonal relations.</p> <p>1.11 Conduct group processes and activities.</p>	<p>1.01 Curriculum objectives, materials and content; teaching methods and time; and testing are thoroughly reviewed in at least one subject area each year.</p> <p>1.02 The sequence of instruction for all subject areas can be described.</p> <p>1.03 Ongoing activities in the classroom can be described.</p> <p>1.04 Philosophy, goals and objectives of the unit are established, periodically reviewed, and clearly communicated to staff, students and the community.</p> <p>1.05 Student performance characteristics, staff needs and deficiencies, and/or new knowledge and research in education are used as the basis for inservice and staff development activities.</p> <p>1.06 Human and material resources, funds and time are allocated effectively for the improvement of instruction.</p> <p>1.07 Individual staff growth and development activities have occurred</p>

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				<p>1.12 Mediate differences</p>	<p>.08 Attention was directed to personal growth and development. .09 Short and long range planning activities are used to improve aspects of organization, programs or activities. .10 Completes other assigned duties as it relates to providing instructional leadership.</p>
<p>2. ESTABLISH EFFECTIVE COMMUNICATIONS</p>					
<p>2.01 Establish and maintain personal contact with publics through involvement with civic organizations, student organizations and staff.</p>	<p>C</p>	<p>D</p>		<p>Knowledge 2.01 State Statutes 2.02 Federal regulations 2.03 School District policies and administrative procedures.</p>	<p>2.01 Samples of written communication to publics are available upon request.</p>
<p>2.02 Speak when called upon, to groups and organizations.</p>	<p>C</p>	<p>D</p>		<p>2.04 Informal and formal power structures in the community.</p>	<p>2.02 Accurate information regarding the programs and procedures of the unit are provided upon request.</p>
<p>2.03 Establish and implement procedures to receive input from internal and external publics.</p>	<p>C</p>			<p>2.05 Requirements and procedures of local media.</p>	<p>2.03 Building communication procedures are reviewed at least once each school year, and revised as necessary.</p>
<p>2.04 Maintain accessibility to publics.</p>	<p>C</p>	<p>M</p>		<p>2.06 Appropriate interpersonal relations techniques.</p>	<p>2.04 Meetings with appropriate staff are held at least once each month.</p>
<p>2.05 Conduct regular meetings with staff.</p>	<p>C</p>	<p>D</p>		<p>2.07 The community 2.08 Group Dynamics</p>	<p>2.05 Copies of applicable building procedures are distributed to appropriate staff, students and/or parents at least once each year.</p>
<p>2.06 Provides information to the Director of Instruction regarding programs and activities.</p>	<p>C</p>	<p>D</p>		<p>Ability 2.01 Speak and write clearly and correctly</p>	<p>2.06 The views of various publics concerning the schools and the district can be discussed.</p>
<p>2.07 Provide information to media representatives.</p>	<p>C</p>	<p>D</p>		<p>2.02 Listen</p>	<p>2.07 A file of media releases is maintained and available upon request.</p>
<p>2.08 Monitor publication of newsletters, handbooks, etc.</p>	<p>C</p>			<p>2.03 Plan</p>	<p>2.08 A record of speeches delivered to various publics is available upon request.</p>
<p>2.09 Write and disseminate appropriate communication to staff, students, parents and their publics.</p>	<p>C</p>			<p>2.04 Organize</p>	<p>2.09 Completes other assigned duties as it relates to establishing effective communications.</p>
<p>2.10 Performs duties as assigned relating to establishing effective communications.</p>	<p>C</p>			<p>2.05 Conduct small and large group meetings.</p>	

YEAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
3. SUPERVISE AND EVALUATE STAFF 3.01 Participate in the selection of staff. 3.02 Supervise all staff. 3.03 Evaluate staff annually and conduct classroom visits/observations. 3.04 Conduct short and long range personnel planning activities. 3.05 Perform other duties as assigned.	D7 D7 D7 D7	A D AW D D		<u>Knowledge</u> 3.01 Personnel administration 3.02 Employee negotiated agreements 3.03 Theory of supervision 3.04 Effective interview procedures and techniques. 3.05 Evaluation techniques and procedures. 3.06 Developmental and learning theory. 3.07 Instructional techniques and methodologies. 3.08 Organizational and time management theory. 3.09 Applicable statutes 3.10 Motivation theory and practices. 3.11 Leadership theory 3.12 Decision-making theory <u>Ability</u> 3.01 Conduct pre- and post-observation conferences. 3.02 Set goals and procedures for individual staff. 3.03 Communicate effectively 3.04 Motivate staff 3.05 Help staff to plan and organize time, materials and methods. 3.06 Help individual staff members design growth activities.	3.01 District hiring practices are followed. 3.02 Staff member receives a formal annual evaluation conference, the results of which are reduced to writing: a. All probationary staff receive at least three formal observations each school year which include: (1) Pre-observation conferences. (2) Post-observation conferences. (3) The results of pre-/post-observation conferences and observation(s) reduced to writing. b. Every nonprobationary staff receives at least two formal observations every three years which include: (1) Pre-observation conference. (optional) (2) Post-observation conference. (3) The results of pre-/post-conferences and observation(s) reduced to writing. 3.03 Observations and formal evaluations were completed within deadlines. 3.04 Completes other assigned duties as it relates to supervising and evaluating staff.

USUAL ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
4. MANAGE ROUTINE SCHOOL FUNCTIONS				Knowledge	
4.01 Implement appropriate Board policies and administrative regulations.	C4	D		4.01 Applicable local, state and federal rules, regulations and laws.	4.01 Evidence exists that all required services and programs are provided upon request.
4.02 Perform delegated duties.		D		4.02 District accounting, budgeting and purchasing procedures.	4.02 District accounting, budgeting and purchasing procedures are followed.
4.03 Complete required reports.	B2	D		4.03 District and state reporting procedures and requirements.	4.03 Required reports are correctly completed by established dates.
4.04 Develop and administer the school budget.	C4	D		Ability	4.04 Annual audits of internal and district accounts are reviewed.
4.05 Direct pupil personnel services	D7	Q		4.01 Plan	4.05 Appropriate records are maintained in all areas (enrollment, attendance, health, discipline, school lunch counts, pupil reporting, etc).
4.06 Register and program students.	B2	W		4.02 Organize	4.06 Evidence exists that facilities and programs are in compliance with local, state and federal safety regulations and procedures.
4.07 Establish and oversee staff and student safety program.	C5	D		4.03 Delegate	4.07 Completes other assigned duties as it relates to managing routine school functions.
				4.04 Direct and supervise the activities of others.	

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<p>5. SUPERVISE PLANT OPERATION AND MAINTENANCE</p> <p>5.01 Participation in selection of noninstructional staff.</p> <p>5.02 Supervise noninstructional support staff.</p> <p>5.03 Conduct periodic inspection of facility.</p> <p>5.04 Identify and recommend building modification and improvement.</p> <p>5.05 Performs duties as assigned relating to supervision of plant operation and maintenance.</p>	<p>C</p> <p>C</p> <p>C</p> <p>D</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		<p><u>Knowledge</u></p> <p>5.01 District policies</p> <p>5.02 Local, state and federal regulations</p> <p>5.03 Building systems</p> <p>5.04 Acceptable maintenance procedures and techniques.</p> <p><u>Ability</u></p> <p>5.01 Plan</p> <p>5.02 Organize</p> <p>5.03 Supervise</p> <p>5.04 Evaluate</p> <p>5.05 Delegate</p> <p>5.06 Communicate</p> <p>5.07 Allocate</p> <p>5.08 Motivate</p>	<p>5.01 Copies of formal evaluations of noninstructional support staff are available upon request.</p> <p>5.02 Evidence exists that regular inspections of the facility have been conducted.</p> <p>5.03 A formal inspection of the facility will be conducted at least once each school year.</p> <p>a. A list of recommended improvements and modifications will be submitted to the Business Director within 10 days of the formal inspection.</p> <p>b. Copies of the results of formal inspection are available on request.</p> <p>5.04 Evidence exists that preventive and corrective maintenance programs were conducted.</p>
<p>6. PERFORM REQUIRED DISTRICT LEVEL FUNCTIONS AS ASSIGNED BY SUPERINTENDENT OR DESIGNEE</p> <p>6.01 As required</p>					<p>6.01 Assigned functions will be completed within timelines established by Superintendent or designee.</p>