



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: High School Principal

Position Type: <b>Exempt</b>	Department: <b>Administrative Leadership &amp; Services</b>
Salary Schedule: <b>Principals/Assistant Principals</b>	Reports to: <b>Director of Administrative Leadership &amp; Services</b>
Pay Range: <b>4</b>	Location: <b>School</b>
Term of Employment: <b>12 months</b>	Date: <b>December 19, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To lead the school community to increased student achievement through planning and organizing a school culture focused on teaching and learning, continuous improvement of curriculum, instruction and assessment, effective management of operations and resources in a safe and orderly environment.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Leads the development and implementation of a vision of learning shared by all stakeholders which includes shared beliefs, high expectations for all and clear goals.
- Analyzes a variety of data sources to determine annual focus and establish concrete goals for student achievement and the general functioning of the school.
- Plans professional development programs to provide intellectual stimulation to faculty and staff regarding research-based instructional strategies, curriculum and assessment practices.
- Utilizes current technology/computer skills; updates knowledge and skill of related global communication and information devices.
- Articulates improvement plans and accreditation activities with regional schools.

- Establishes positive relationships and collaboration through open lines of communication with teachers, among students and with community members.
- Maintains quality contacts and interactions with teachers and students through frequent visits to classrooms and high visibility.
- Demonstrates flexible leadership in responding to the diverse needs and interests of the community.
- Demonstrates integrity by communicating and operating from strong ideals and beliefs about teaching and learning.
- Advocates for the school, ensuring compliance with district and state mandates, to all stakeholders.
- Responds to the underlying political, social, economic, legal and cultural context of the school in order to serve the community and address current and potential concerns.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the Director of Administrative Leadership & Services.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the Director of Administrative Leadership & Services.

**SUPERVISORY RESPONSIBILITIES:**

- Manages 3-8 supervisors who directly or indirectly supervise a total of 3-80 employees in the High School Departments. Is responsible for the overall direction, coordination, and evaluation of the school unit.
- Directly supervises 6-130 non-supervisory employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates knowledge of current research in educational curriculum, instruction, assessment and evaluation.
- Demonstrates the knowledge of students with disabilities and legal requirements.
- Demonstrates effective oral and written communication skills.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.

- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

**EDUCATION AND/OR EXPERIENCE:**

- Master's Degree (M.A.) or higher from a four-year college or university.
- Minimum of five years teaching experience.
- Prior administrative experience, principalship preferred.
- Experience in supervising and evaluating classroom instruction.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*