

High School Principal

Purpose Statement

The job of High School Principal is done for the purpose/s of implementing leadership, supervisory and administrative skills to function as a Lead Learner with a creative mind; serving as an innovative thinker; propelling teaching and learning practices forward; and improving achievement for all students in the best learning environment.

This job reports to Assistant Superintendent of Secondary Education

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collaborates with internal and external personnel and agencies (e.g. counselors, social workers, psychologists, community agencies, parents, etc.) for the purpose of responding to individual and group needs.
- Conducts classroom observations for the purpose of serving as a coach and identifying and solving classroom issues regarding academics and behaviors.
- Delegates responsibility for a variety of administrative functions to Assistant Principal and other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Establishes and implements discipline policies for the purpose of maintaining high standards of student conduct and discipline with regard to due process to the rights of students.
- Facilitates district level curriculum committees and department PLC's for the purpose of assisting in the development, articulation, revision, and evaluation of the curriculum, instruction, assessment and professional development.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Leads the learning for the purpose of supporting a 21st Century educational expertise, Project based Learning, 1-to-1 technology, Standard Based Education and framework for a Multi-Tiered System of Support.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, master schedule, attendance monitoring, safety inspections, safety drill activities, school activities supervision, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Participates in workshops, conferences, professional organizations, and district/state/national committees for the purpose of maintaining professional growth and development.
- Performs a variety of personnel administrative functions (e.g. hiring, assigning staff, scheduling staff for summer school, evaluation, coaching, disciplining, recommending termination, etc.) for the purpose of ensuring instructional and building support staff maintain a high level of competencies and productivity.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Serves as a resource for the purpose of providing Instructional Leadership at the classroom, building and district levels.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; and prepare and interpret statistical analysis.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; adapting to changing work priorities; managing projects as a self-starter; being self-directed in order to move projects from start to finished implementation; performing in an ethical manner; and appropriately demonstrating how to handle confidential matters.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

A Level 1 Secondary Principal Credential/Valid North Dakota Administrator's Certificate
A Valid North Dakota Teaching License

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade
High School Principal