



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Administration

JOB TITLE: Principal - High School

Job Purpose Statements: The primary purpose of the position of High School Principal is to serve as the instructional and climate leader of the school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations.

Essential Job Functions:

- **Establish** and **maintain** an effective racially and culturally teaching and learning climate in the school
- **Lead** and **guide** activities and decisions with a racial and cultural equity mindset and lens
- **Create** a welcoming environment that reflects and supports the racial and ethnic diversity of the student population and David Douglas community
- **Implement** and **lead** restorative practices throughout the school community
- **Provide** leadership in the development of the instructional program, based upon current research on effective secondary schools
- **Evaluate** and **revise** curricular and instructional programs in cooperation with division chairs and appropriate district administrators
- **Facilitate** communication between students, staff and families for the purpose of evaluating situations, solving problems and/or resolving conflicts
- **Model** ongoing and effective communication with families and community, with a targeted focus on native language families and historically under-represented groups
- **Communicate** with staff to assure instructional programs meet student needs and district and state requirements
- **Oversee** the instructional program by being a lead learner, monitoring the instructional programs and engaging in continuous improvement cycles.
- **Assist** in supervising all support services, including custodial, maintenance, security, food services
- **Assist** and **support** the guidance program to enhance individual student educational growth and development.
- **Supervise** the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified
- **Hire, direct, supervise and evaluate** all administrative staff members at the high school
- **Supervise, administer, and allocate** the building's financial budget and make decisions for its use
- **Manage** a variety of grants-including application development, budget planning and facilitation, implementation of activities and completion of reports
- **Assure** proper management, maintenance and inventory of materials, equipment, buildings, and grounds
- **Institute** a uniform, positive and effective discipline policy and develop a set of practices for student behavior that treat students with respect
- **Develop** and **prioritize** the building of caring relationships with student, staff and families
- **Utilize** all resources of the school and the community in developing the most effective educational system
- **Develop** and **support** a community relations program with families and local community groups as a means of interpreting and furthering school programs and encourage family and community participation in the school's program(s)
- **Implement** board policies, administrative regulations, and negotiated agreements
- **Develop** and **provide** in-service programs for the staff's professional development and growth
- **Initiate, design, and implement** programs to meet specific needs of the school and its students

- **Develop** school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures
- **Ensure** that all school activities are adequately planned and supervised
- **Prepare** and **supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration **Assist** the superintendent as directed
- **Partner** with Post-Secondary institutions and businesses in order to develop college credit earning opportunities
- **Use** data to drive decision making and goal setting with explicit steps to eliminate gaps and disproportionality
- **Set** short term/long term achievement goals with leadership team
- Assist with alternative placements for students who may need a different setting
- **Provide** a safe, structured learning environment for staff and students
- **Assist** in staff and student investigations and hearings
- **Collaborate** and **communicate** with District Administration Team and elementary-HS principals regarding district systems and school improvement efforts on a consistent basis
- **Collaborate** with Cabinet and elementary-HS principals regarding district systems and school improvement efforts.
- **Collaborate** with building union representatives.

Other Job Functions:

- **Collaborate** with district office representatives and departments to determine building needs
- **Cooperate** with other principals and district administrators in determining the allocation of district funds for instructional purposes; work with high school staff to determine need and allocate funds to departments on basis of need and equality.
- **Plan** new employee orientation activities at the building level
- **Attend** regularly scheduled School Board meetings

Job Requirements-Qualifications:

Experience Required: Five years' experience as a building teacher and/or administrator at this specific grade level.

Skills, Knowledge and/or Abilities Required:

Skills to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics.

Knowledge of current research and best practices being used in secondary schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

Abilities to serve as a leader-coach to building level administrators and to develop collaborative consensus-building in groups; to maximize resources to achieve results and build programs.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Educations/Licenses Required: Master's Degree. Eligible for appropriate administrative license; valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Multi-Cultural preferred

Bi-Lingual preferred

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: 260 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.