

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: PRINCIPAL – Elementary School

Position Type: Exempt	Department: Administrative Staff
Salary Schedule: N/A	Reports to: Superintendent
Salary Range: Negotiated	Location: Hassayampa Elementary School or Festival Foothills Elementary School
Term of Employment: Admin Calendar	Date: February 6, 2012
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To develop a climate in the daily operation of the school that inspires an orientation toward success for both students and staff.

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 (in accordance with the ISLCC standards):

- **Promotes the success of every student by facilitating the development, articulation , implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders;**
 - Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
 - Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students;
- **Promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;**
 - Nurtures and sustains a culture of collaboration, trust, learning, and high expectations;
 - Supervises the school's instructional programs;
 - Assists in the development, revision and evaluation of the curriculum;
- **Promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient and effective learning environment;**
 - Obtains, allocates, aligns, and efficiently utilizes human, fiscal and technological resources;
 - Ensures teacher and organizational time is focused to support quality instruction and student learning;
- **Promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources;**
 - Promotes understanding, appreciation, and use of the communities diverse cultural, social, and intellectual resources;
 - Builds and sustains positive relationships with families and caregivers;
 - Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life;

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- **Promotes the success of every student by acting with integrity, fairness, and in an ethical manner;**
 - Ensures a system of accountability for every student’s academic and social success;
- **Promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context;**
 - Advocates for children, families, and caregivers;
 - Assumes responsibility for the implementation and observance of all Board policies and regulations by the school’s staff and students;
 - Assumes responsibility for the safety and administration of the school plant;
 - Supervises the maintenance of accurate records on the progress and attendance of students;
 - Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions;
 - Assumes responsibility for the attendance, conduct and health of students;
 - Recommends the removal of staff members whose work is unsatisfactory, according to established procedures;
 - Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Supervises the preparation of all school reports for the Central Office;
- Conducts meetings of the staff as necessary for the proper functioning of the school;
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal;
- Plans and supervises fire drills and an emergency preparedness program;
- Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school’s professional staff;
- Asserts leadership in times of civil disobedience in school in accordance with established Board policy;
- 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 Superintendent.

SUPERVISORY RESPONSIBILITIES:

- Supervises students to ensure safe and orderly environment;
- Supervises certificated and classified members to protect their welfare and safety.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must demonstrate flexibility, common sense, and good judgment;
- Conscientiously fulfills responsibilities and follows directives;
- Develops positive working relationships with school staff and district office staff;
- Ability to work effectively under time constraints;
- Must be detail-oriented and self-motivated;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have an adequate knowledge of education related computer software;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District’s attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- State of Arizona principal certificate;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;

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- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- Minimum of Masters Degree in Education;
- Minimum of three years teaching experience;
- Previous administrative experience desired;
- Previous elementary experience desired.

COMMUNICATION SKILLS:

- Maintains accessibility, listens to see clarity and responses in a timely manner;
- Communicates effectively with the superintendent, administrators, other district staff, parents, and students;
- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and procedure manuals;
- Demonstrates the ability to write routine reports or correspondence, and procedure manuals;
- Demonstrates the ability to speak effectively before groups or employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May lift and /or move up to 20 pounds;
- 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.

EVALUATION: Annual evaluation by the superintendent in accordance with Board Policy.

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.

Reviewed / agreed to by _____

Date _____

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