

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: High School Principal

Classification: Certificated Administration

Reports to: Assistant Superintendent

Work Schedule: 223 days.

PURPOSE STATEMENT

The HS Principal is the chief administrator of the high school and assumes authority, responsibility and instructional leadership, under the supervision of the superintendent and in accordance with the policies of the Board of Directors, for the planning, management, supervision and evaluation of the educational program of the attendance area for which he or she is responsible. The principal will provide positive and collaborative leadership for the improvement of student learning and the daily improvement of classroom instruction that results in increasingly high levels of student academic achievement.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- The primary responsibility of the principal is the daily improvement of classroom instruction that results in high levels of student academic performance through the implementation of the prescribed curriculum.
- Instructional Leadership: Responsible for all aspects of the building's instructional program including curriculum materials, instructional capacity, use of assessment and other instructional components that lead toward strong student academic performance.
- Work with others to create a shared vision of instructional excellence; use decision-making and communication skills to make the vision a reality.
- Gather, analyze, and use data that leads to improved instruction through frequent classroom walk throughs, analysis of classroom based assessment, monitoring individual progress, planning of professional development for staff and working with staff to adjust instructional practices for continuous improvement.
- Ensure that students meet national, state and local academic standards.
- Hire, supervise, and evaluate teachers and operational staff.
- Submit recommendations to the superintendent regarding appointment, assignment, promotion, transfer and dismissal of all personnel assigned to the school.
- Assume administrative authority and responsibility for the supervision, counseling and discipline of students in the attendance area for which he or she is responsible. Require excuses from the parents or guardians of minor students in all cases of absence, late arrival to school, or early dismissal.
- Monitor the day to day activities of the school, including evening activities, for the purpose of providing a safe and optimal learning environment. Hold students strictly accountable for any disorderly conduct while under their supervision.

- Set the academic tone and work actively with teachers to develop and maintain high curriculum standards, formulate mission statements, and establish performance goals and objectives.
- Manage resources to meet legal requirements and to achieve building purposes for improved instruction. Submit recommendations to the superintendent regarding the fiscal needs to maintain and improve the instructional program for which he or she is responsible.
- Interprets and enforces district and building policies and procedures.
- Prepare budgets and reports on various subjects such as school/student performance, finances, attendance, etc.
- Work collaboratively with assistant principals and program managers.
- Is a visible and dynamic presence representing the school at school and community functions.
- Value staff, student, parent and community input in creating a positive, respectful and welcoming school.
- Other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills and strong active listening skills.
- Model listening to and partnering with students, staff and adults from diverse ethnic and cultural backgrounds.
- Demonstrated instructional leadership that has resulted in improved student learning.
- Skill in working with others in a team environment. Demonstrated ability to maintain positive working relationships and solve problems.
- Skill in securing parent and community support for school programs
- Skill in personnel management including staff evaluation, implementation, and evaluation.
- Demonstrated ability to create a professional learning community focused on quality instruction and learning.
- Demonstrated ability to bring people and resources together around best practices that improve instruction.
- Ability to coordinate all available resources to improve learning.
- Experience in implementing curriculum, assessment and instruction that improves learning and student performance.
- Demonstrates a high level of integrity and a commitment to personal follow-through.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in and around a student learning environment and school office. The employee may be exposed to childhood diseases. The employee may be required to balance and crouch, crawl, bend, or kneel and may be required to stand for prolonged periods and may be exposed to high noise levels. The employee may be required to address the needs of distraught or angry parents or students and will likely experience a multitude of demands and changing priorities with frequent interruptions.

Experience

- Master's Degree
- Current Washington State Principal Certificate
- Current Washington State Teacher Certificate
- A minimum of three (3) years as a successful secondary administrator
- Five (5) years of successful teaching experience preferred.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment and Boundary Invasions Training (obtain within 30 days of hire date-district provided)

Continuing Ed./Training

As required to maintain certificate

Certificates

Washington State Principal Certificate

FLSA Status:

Exempt

Salary Range: Per Building

Administrator Agreement

Classification History

Job Description Developed: 12/13/04

Revised: 3/10; 7/10

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.