

JOB POSTING



VACANCY NOTICE:
HIGH SCHOOL PRINCIPAL

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EFFECTIVE:
AUGUST 1, 2014

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POSTING DATE:
APRIL 7, 2014

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SALARY RANGE:
**COMMENSURATE WITH
EXPERIENCE**

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- ✓ A COMPLETED APPLICATION,
- ✓ CURRENT RESUME AND
- ✓ TWO LETTERS OF RECOMMENDATION MUST BE RECEIVED.

DEFINITION:

The principal is chief administrative officer for the high school. This includes, but not limited to, establishing a positive educational climate, engaging in a variety of supportive management and organizational tasks, provide direction and implementing the educational program, manages school/parent/community relations, collaboratively set and lead school-wide academic goals, and oversee academic, athletic and student activities. This position reports directly to the Superintendent.

QUALIFICATIONS:

- Possess a valid state of Ohio license for 7-12 principal or superintendent
- Demonstrated administrative leadership at the building level
- Demonstrated skill in supervision and evaluation
- Demonstrated skill in oral and written communication

KEY FUNCTIONS:

A. VISION, CONTINUOUS IMPROVEMENT, AND FOCUS OF DISTRICT WORK:

The high school principal shall establish a vision, expect continuous improvement, and develop a focused plan for achieving the goals of the building leadership team.

Representative Elements:

1. Develop a shared vision for the school
2. Expect, model, and support the effective use of data
3. Create and execute a coherent plan with a limited, achievable number of goals and objectives
4. Implement the building improvement plan and monitor the strategies and action steps for achieving the goals and objectives
5. Communicate and monitor the vision, goals, and focused plan
6. Provide regular and year-end reports on progress
7. Assume such other responsibilities and perform other duties as may be assigned by the superintendent

B. COMMUNICATION AND COLLABORATION:

The high school principal recognizes the importance of involving multiple stakeholders to make informed decisions, communicate processes and celebrate accomplishments. To gain and maintain support for these improvement efforts and to sustain the focus on the goals, the principal must communicate effectively with faculty, staff, and stakeholders.

Representative Elements:

1. Communicate effectively and openly
2. Work collaboratively with faculty, staff, and parents to address needs and concerns
3. Demonstrate a willingness to collaborate with other administrators, building faculty, staff and other stakeholders
4. Promptly respond to faculty, staff, parental and student concerns
5. Provide leadership for positive conflict resolution for parents, students and staff
6. Execute activities that build and sustain positive building and community engagement
7. Assume other responsibilities and perform other duties as may be assigned by the Superintendent

C. POLICIES AND GOVERNANCE: The principal will identify, prioritize, recommend, and follow policies and governance procedures that maintain a focus on the central goal – improving student achievement. The principal must recognize the moral imperative to ensure the success of every child and recommend and enforce policies and governance practices accordingly.

Representative Elements:

1. Troubleshoot unanticipated problems related to the operation of the school
2. Provide leadership in the use of District policies and procedures
3. Assure the building operations are in compliance with federal, state, and local requirements and reflect the best thinking and practices of educators and professionals in their respective fields
4. Organize and lead committees as requested by the Superintendent
5. Work with Associate Principals and staff to establish and implement the Building Improvement Process and Plan
6. Assume other responsibilities and perform other duties as may be assigned by the Superintendent

D. INSTRUCTION: The principal leads the creation of instructional systems designed for improved student achievement. The principal shall work with the Superintendent and Directors, placing a primary focus on improving instruction and enhancing student learning. He/she shall assist in creating a building culture and expectations that support effective data-based decision making at the building. He/she shall work with building faculty to identify, collect, analyze, and use relevant data to identify strengths to sustain and weaknesses to remediate. Lastly, the principal shall promote, support, and use research-based best practices for curriculum design and instruction.

Representative Elements:

1. Ensure the use of approved District curriculum at the building
2. Ensure the development and implementation of high-quality, standards-based instruction
3. Lead and guide the creation of a comprehensive academic assessment system
4. Ensure that the District curriculum, instruction, and assessment program are designed to provide full access and opportunity to all students consistent with available resources and legal mandates
5. Assist with providing high-quality professional development for staff aligned with district, state, and applicable national standards
6. Promote the use of effective and appropriate technologies to support teaching and learning
7. Assume other responsibilities and perform other duties as may be assigned by the Superintendent

E. RESOURCES: The principal will focus on financial, human, time, material, technological, and facility resources in support of District goals for instruction and achievement.

Representative Elements:

1. Develop, evaluate, and retain quality staff
2. Manage and prioritize fiscal resources
3. Identify and equitably allocate materials and technology to support building goals
4. Oversee the building's facilities and operations
5. Implement a plan of evaluation for certified employees of the building and personally assess and evaluate all associate principals
6. Implement a plan of evaluation for classified employees of the building
7. Assume such other responsibilities and perform other duties as may be assigned by the Superintendent