

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
Nenana AK 99760

Telephone: 907.832.5464
E-mail: skauffman@nenanalynx.org

Principal K-12

REPORTS TO:	Superintendent
DATE of DESCRIPTION:	January 30, 2008
JOB CLASSIFICATION:	Licensed Administrator - Exempt
SKILL CLASSIFICATION:	Administrator
SALARY RANGE:	DOE and Qualifications
WORK YEAR	220 days

NATURE AND SCOPE OF JOB:

The Principal, as the chief administrator of a school, is responsible for strategic leadership in the ongoing development of a K-12 Literacy Curriculum and Instruction. There is a strong focus on being Trauma Engaged with staff and students to prepare students for a successful post-secondary transition into career, tech education and/or college or university, based on personal goals.

POSITION QUALIFICATIONS/KNOWLEDGE SKILLS

- Collaborative/responsive/inclusive leadership style with a commitment to team building.
- A deep understanding of the Alaska READS Act, effective K-12 Literacy instruction, trauma informed and culturally responsive best practice.
- Lead staff in ongoing professional development, aligned with best practices.
- Extensive knowledge of STEM, Project based learning, 21st Century Learning and related research and best practice.
- Multi-cultural/Limited English Proficiency (LEP) teaching or administrative experience preferred.
- Ability to lead instructional and non-instructional personnel.
- Exceptional student supervisory leadership and student communication skills.
- Ability to evaluate curriculum, instructional programs and teaching effectiveness.
- Excellent communication, public relations, and interpersonal skills.
- Desire to become an active participant in community life.
- Ability to implement effective business systems that ensure proper stewardship of school funds and resources.
- Ability to use excellent judgement in decision-making.
- Knowledge and experience in the recruitment, selection, professional development, leadership, mentoring and professional evaluation of personnel.
- Knowledge of applicable state and federal law.
- Ability to understand, and apply policy, procedures, and contract provisions. Ability to interpret and utilize data in decision making.
- Ability to utilize and lead the school in the use of and continued development of technological tools for student instruction, professional development and staff evaluation.

EDUCATION AND EXPERIENCE

Master's Degree

At least 3 years teaching/educational experience

Administrative experience at the school level

CERTIFICATES, LICENSES:

Alaska Type B Administrative Certificate

RESPONSIBILITIES INCLUDE:

- Monitor instructional and managerial processes (including activities and extracurricular activities) to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Mentor and develop teacher/staff leadership.
- Make recommendations to the Superintendent regarding termination, suspension, or nonrenewal of employees.
- Analyze instructional needs and assign teachers/staff accordingly.
- Implement appropriate techniques to encourage community and parent involvement.
- Implement appropriate negotiated agreements (NEA and NESSA) at the school level.
- Encourage use of community resources, cooperate with the community in the use of school facilities, interpret the school program for the community and maintain communication with community members.
- Able to work well with staff at all levels and be a “team builder”. Work cooperatively with the Nenana Student Living Center leadership. (A unique relationship must exist between the school and the Nenana Student Living Center).
- Demonstrate excellent written and oral English skills when communicating with students, parents, and teachers.
- Communicate regularly with the Board of Directors about the needs, successes and general operation of the school.
- Able to define problems, collect data, establish facts, draw conclusions, develop and apply solutions.
- Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Facilitate meetings including but not limited to school improvement planning, curriculum, safety, student behavior, master schedule, school calendar, special school or district committees and staff development for the purpose of coordinating activities, agendas and ensuring that outcomes achieve school, district and/or state objectives.
- Oversee and facilitate curriculum development in all subject areas and keep the Board of Directors apprised.
- Ensure that state standards and instructional objectives for a given subject and/or classroom are developed. Involve faculty and others in development of specific curricular objectives to meet the needs of the school program.
- Lead school instructional improvement efforts by developing improvement strategies, observing and evaluating classroom instruction, using data to evaluate the school’s instructional effectiveness, and assisting staff in developing classroom and school improvement plans for the purpose of continuous instructional improvement.
- Intervene in occurrences of inappropriate student behavior for the purpose of assisting students in making good choices, developing successful interpersonal skills and/or initiating disciplinary action according to district policy.
- Lead the various school administrative functions including, student disciplinary policy, school class schedule, and assigned personnel, for the purpose of enforcing/ensuring school, district and state policy and maintaining safety and efficiency of school operations.
- Prepare documentation and report data to state and federal agencies, the Board of Directors, staff, students and patrons for the purpose of conveying information and complying with regulations.
- Maintain a high level of professional knowledge about effective K - 12 instructional strategies and scheduling options for the purpose of providing an excellent education to students.
- Manage, direct and maintain records on the materials, supplies and equipment which are necessary to carry out daily school routines. Involve staff in determining priorities for instructional purposes.
- Maintain confidentiality, possess, practice and demonstrate integrity.

- Demonstrate consistent punctuality and regular attendance.
- Demonstrate professional, ethical and responsible behavior. Serve as a positive role model for all school staff and students.
- Comply with applicable state and federal laws and regulations.
- Be available for School needs whenever needed, including weekends, holidays and hours outside of the normal working day.
- Effective and efficient in a multitasking environment.
- Able to prioritize tasks.
- Able to perform under tight deadlines.
- Attend professional conferences as required or needed upon approval of the Superintendent.
- Perform other duties as assigned by the Superintendent.

PHYSICAL DEMANDS:

Ability to sit for prolonged periods of time
 Maintain emotional control under stress
 Occasional travel by automobile and air travel
 Frequent, prolonged or irregular hours
 Frequent walking, bending, stooping and reaching

ENVIRONMENTAL DEMANDS:

Indoor, outdoor, office and shop environment at times, subject to driving to conduct work and subject to noise and to temperature extremes (heat in summer and cold in winter).

Note

Job descriptions are designed and intended only to summarize the essential duties or primary responsibilities, qualifications, and requirements for the purpose of clarifying the general scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a task or a duty believed to be unlawful should report the assignment to the Superintendent). It must also be noted that the order of performance responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance to each other.

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-

-Nenana City School District is an Equal Opportunity Employer-