

Job Description

Blue Valley School District

High School Principal

Purpose Statement

The job of High School Principal is done for the purpose/s of providing leadership and management to a high school with a primary focus on improving student achievement while maintaining the health and safety of all students and staff.

Essential Functions

- Oversees all aspects of the instructional program, school environment and the operational/fiscal health of the school.
- Supervises, monitors, and coaches staff in the building with a focus on continuous improvement.
- Oversees the professional development of teachers and staff, including regular supervision and evaluations.
- Fosters an environment where staff and faculty work cooperatively together and hold each other accountable to reach high levels of student achievement.
- Manages organizational systems and resources for a safe, high-performing learning environment.
- Collaborates with families and stakeholders who represent diverse community interests and needs; mobilizes community resources that support and improve teaching and learning.
- Provides instructional leadership focused on current research and best practices in order to continually increase student achievement.
- Allocates and coordinates the movement of resources to ensure the health, safety, and productive learning of staff and students.
- Collaborates with other high school and district administrators to provide an overall direction for teaching and learning in the school district.
- Effectively manages school operations in terms of personnel, budgets, buildings and grounds, etc.
- Promotes a positive tone for collaborative school/community relations by articulating the mission, seeking community support, and fostering rapport with all stakeholders.
- Confers with parents and staff to discuss educational activities, policies and student behavioral or learning issues.

Other Functions

- Facilitates and oversees committee meetings as required.
- Coordinate and supervise after-school events, activities, conferences and meetings.
- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interact effectively with students, teachers/staff and parents; adhering to safety practices; operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: curriculum, instruction and assessment practices; child development, brain development and best practices in education; curriculum development; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule a significant number of activities, meetings and/or events; routinely gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: effective hiring techniques; budget management; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variation and under conditions with exposure to risk of injury and/or illness.

Experience: Minimum of five years related experience, including administrative experience at the secondary level and previous secondary teaching experience.

Education: Master's degree in Education, Education Administration or related field. PhD preferred.

Equivalency:

Required Testing

Certificates and Licenses

Kansas Principal Certification

Continuing Educ./ Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Kansas Certification of Health

FLSA Status
Exempt

Approval Date

Salary Grade