BEACH PARK SCHOOL DISTRICT
JOB DESCRIPTION

Position/Title: Principal
Location: School in District as specified
Director Supervisor: Superintendent
Supervises: Building Staff – certified and educational support personnel
Qualifications:
1. Type 75 Certificate – General Supervisory, General Administrative.
2. Master’s Degree
3. Certified with classroom teaching experience
Job Goals: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

I. Living a Mission and Vision Focused on Results

The principal works with the staff and community to build a shared mission, and vision of high expectations that ensures all students are on the path to college and career readiness, and holds staff accountable for results.

A. Coordinates efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners.

B. Ensures that the school’s identity, vision, mission, drive school decisions.

C. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results.

II. Leading and Managing Systems Change

The principal creates and implements systems to ensure a safe, orderly, and productive environment for student and adult learning toward the achievement of school and district improvement priorities.

A. Develops, implements, and monitors the outcomes of the school improvement plan and school wide student achievement data results to improve student achievement.

B. Creates a safe, clean, and orderly learning environment.

C. Collaborates with staff to allocate personnel, time, material, and adult learning resources appropriately to achieve the school improvement plan targets.

D. Employs current technologies.

III. Improving Teaching & Learning

The principal works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.

A. Works with and engages staff in the development and continuous refinement of a shared vision for effective teaching and learning by implementing a standards based curriculum, relevant to student needs and interests,
research-based effective practice, academic rigor, and high expectations for student performance in every classroom.

B. Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school wide improvement goals, identify and address areas of improvement and celebrate successes.

C. Implements student interventions that differentiate instruction based on student needs.

D. Selects and retains teachers with the expertise to deliver instruction that maximizes student learning.

E. Evaluates the effectiveness of teaching and holds individual teachers accountable for meeting their goals by conducting frequent formal and informal observations in order to provide timely, written feedback on instruction, preparation and classroom environment as part of the district teacher appraisal system.

F. Ensures the training, development, and support of high-performing instructional teacher teams to support adult learning and development to advance student learning and performance.

G. Supports the system for providing data-driven professional development and sharing of effective practice by thoughtfully providing and protecting staff time intentionally allocated for this purpose.

H. Advances Instructional Technology within the learning environment.

IV. Building & Maintaining Collaborative Relationships.

The principal creates a collaborative school community where the school, staff, families and community interact regularly and share ownership for the success of the school.

A. Creates, develops and sustains relationships that result in active student engagement in the learning process.

B. Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies.

C. Proactively engages families and communities in supporting their child’s learning and the school’s learning goals.

D. Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively.

V. Leading with Integrity & Professionalism

The principal works with the school staff and community to create a positive contest for learning by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for the professional behavior of others.

A. Treats all people fairly, equitably, and with dignity and respect. Protects the rights and confidentiality of students and staff.

B. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession. Protects the rights and confidentiality of students and staff.

C. Creates and supports a climate that values, accepts and understands diversity in culture and point of view.

VI. Creating & Sustaining a Culture of High Expectations

The principal works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students’ social-emotional learning.
A. Builds a culture of high aspirations and achievements for every student.

B. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school’s vision and mission.

C. Leads a school culture and environment that successfully develops the full range of students’ learning capacities – academic, creative, social-emotional, behavioral and physical.

**TERMS OF EMPLOYMENT:**
- Salary to be established by the Board on an annual basis
- 260 days

**Evaluation:**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy of Evaluation of Administrative Personnel.