School Principal

GALENA CITY SCHOOL DISTRICT

Position: Pre-K through 6th Grade Principal

Location: Galena

Reports to: Assistant Superintendent

Classification: Certified

Work year: 215 Days

Salary: DOE

SUMMARY OR PURPOSE:

The Galena City School District seeks an inspirational and service oriented PreK–6 principal who will accelerate the momentum already established through our refined, data-driven systems and high-impact instructional programs. We are not looking for a change agent (as many significant curricular, personnel, platform and infrastructure modifications have occurred to get us to where we are now); we are seeking a leader who can confidently drive forward the proven processes, structures, and expectations that are delivering significant measurable results for our students. The ideal candidate will bring the energy, urgency, commitment, and discipline to "press the accelerator," ensuring consistency, follow-through, and continued excellence across all grade levels and for all students.

QUALIFICATION REQUIREMENTS:

- Alaska School Administrators Certification
- Advanced Degree (Master's Degree or higher) in School Administration
- Successful experience in teaching and school administration
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establishes and maintains an effective learning climate in the school. (BP5000)
2. Initiates, designs, and implements programs to meet specific needs of the school. Supervises implementation of all school activities. (BP 5000)
3. Keeps the Assistant Superintendent informed of the school activities and problems.
4. Assists in the administration of the school budget and assists in that preparation, approves or disapproves instructional supply requests. (BP 6161)
5. Prepares or supervises the preparation of reports, records, lists, and other paperwork required or appropriate to the school's administration.
6. Works with various members of the central administration staff on problems of school importance, such as transportation and special services.
7. Interprets and enforces district policies and administrative regulations.
8. Maintain communication flows with students and parents and facilitates arrangements for instructional conferences between the two as needed. (BP 6020)
9. Budgets school time to provide for efficient conduct of school instruction and business.
10. Leads to the development, determination of appropriateness, and monitoring of the instructional program. (BP 6141-6144)
11. Schedules classes within the guidelines of meeting student needs.
12. Assists in the development, revision, and evaluation of curriculum. (BP 6141 a) (BP 6162- 6164)
13. Supervises the guidance program to enhance individual student education and development. (BP 6146)
14. Supervises high standards of student conduct and enforces discipline as necessary, according to due process rights of students. (BP5144-5145) (6153)
15. Supervises the administration of guides for proper student conduct and maintaining student discipline, (5131 b)
16. Attends special events held to recognize special student achievement and attends school- sponsored activities.

17. Supervises the maintenance of student grades reports, attendance, conduct, and health records. (BP 5121-5127) (BP 5131-5136) (BP 5110-5113 / 5144-5145)
18. Keeps current through attendance at professional meetings, reading professional journals and publications, and discussion groups with other administrators. (BP 4131)
19. Participates in professional growth through meetings, journals, other publications, state and national meetings, advanced course work and telecommunications. (BP4131)
20. Supervises all professional, paraprofessional, and support personnel serving the Galena City Schools.
21. Assists in the recruiting, hiring, training, assigning, and evaluating of the school's professional staff. (BP 4111-4161 / 4211-4261)
22. Supervises the school's teaching process.
23. Assists in preparing the master teaching schedule and any special assignments.
24. Contributes to orientation of newly assigned staff members and assists in their development.
25. Evaluates and counsels all staff members regarding their individual and group performance. (BP 4115 / 4116 / 4117)
26. Conducts meetings of the staff as necessary for the proper functioning of the school.
27. Assists with in-service and orientation of teaching staff. (BP 4131)
28. Recommends, according to established procedure, the removal of a teacher whose work is not satisfactory. (BP 4117)
29. Process and resolve parent, student, and staff complaints relating to school issues. (BP 4144)
30. Assists in directing the administration of the safety program for the school plant. (BP 6114)
31. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
32. Supervises fire drills and other emergency preparedness programs as per School Board Policy. (BP 6114)
33. Asserts leadership in times of civil disobedience in school in accordance with established Board policy and public law.
34. Assist in maintaining adequate inventory, security and accountability for school properties in your charge.
35. Supervise and evaluate the school's extracurricular program. (BP 6145) (6153)
36. Participate in principals' meetings and such other meetings as are required or appropriate.
37. Serve as an ex officio member of all committees and councils within the school.
38. Respond to written and oral requests for information.
39. Share accountabilities for all official school correspondence and news releases.
40. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
41. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
42. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required

to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____