

# Isle of Wight County School District

## Position Specification

Title: Principal – High School

**Division:** Instruction

**FLSA:** Exempt

### **General Statement of Job**

Under general direction, serves as the instructional and strategic leader for the school; provides instructional and professional leadership to faculty and staff members; administers all components of a High school, including instructional leadership, curriculum implementation, monitoring of instruction, maintenance of physical plant and budget management; ensures compliance with state and federal laws.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Observes/monitors instructional personnel to ensure that teaching and learning is taking place in the classroom and that effective classroom management procedures are in place; supervises staff, including office personnel, nurse, media specialist and other personnel that are not in the classroom.
Communicates with school staff and central office personnel to provide staff development and present/receive information essential to the operation of the school; communicates organizational goals and objectives to stakeholders.
Plans for student success; analyzes school data to keep abreast of student performance and whether the instruction is reaching all of our children; evaluates staff and program effectiveness through data analysis and other assessment forms.
Selects, trains, and retains highly qualified staff.
Communicates with and/or meets with parents/community members to resolve any concerns or answer any question about the school or their individual children.
Manages school financial and human resources; utilizes, to the fullest extent possible, all available school facilities, materials, and staff service personnel; prepares annual budget for the school.
Performs other duties as assigned.

## **Education and/or Experience**

Master's Degree in Education Administration and Supervision is required.

A minimum of five (5) years classroom teaching, supervisory level education administration or closely related experience is required.

**Certificates, Licenses, Permits:** Virginia Administrative and Supervision Pre K -12 Licensure.

## **Knowledge, Skills & Abilities**

**Knowledge of** organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; IWCS policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; and school system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment

**Skill in** effective oral, written, and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; selecting, training and motivating employees; knowledgeable about preparing assignments and tests for in-school preparation and homework; assists in maintaining order in a classroom setting; administering the school system's discipline policies; and counseling students with academic difficulties and behavioral problems

**Ability to** direct and administer the programs and services of a middle school; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; assist in planning and developing course of study suitable for specific grade levels and courses; assist in developing lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet

### **Performance Factors:**

**Interaction with Others:** Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

**Concentration:** Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

**Independent Judgment:** After receiving an assignment is able to complete work tasks without constant and precise direction.

**Organizational Skills:** Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

**Decision Making:** Ability to make appropriate decisions.

**Attention to Detail:** Ability to recognize errors that detract from the accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

**Attendance and Dependability:** Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: Principal, Middle School

DEPARTMENT: Instruction

### ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

#### **Physical Requirements:**

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
  - ☒ Dexterity
  - ☒ Hand
  - ☒ Finger
- ☐ Smelling
  - ☐ Smoke
  - ☐ Food
  - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
  - ☒ Upper Body
  - ☒ Lower Body
- ☐ Running Distance
- ☒ Standing
- ☒ Driving

#### **Stress Factors:**

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

#### **Work Environment:**

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☐ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places
- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

#### **Mental Requirements:**

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☐ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception

- ☒ Judgment
- ☒ Decision-Making

#### **Equipment:**

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☒ Calculator
- ☒ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

#### **Other:**

- ☐ Laundry Equipmen

I acknowledge receipt of this document.

Signature

Date

01/11/2024