

***KENT SCHOOL DISTRICT
JOB DESCRIPTION***

JUNIOR HIGH SCHOOL PRINCIPAL

REPORTS TO: Executive Director, K-12 Strand

SUPERVISES: Teachers, Assistant Principal, building staff

WORK PERIOD: 12 Month

UNIT CLASSIFICATION: KPA

PRIMARY PURPOSE:

The purpose of the position is to establish an appropriate school climate for achieving district objectives through curriculum implementation, and for carrying out district policies, procedures and programs in a junior high school.

ESSENTIAL JOB DUTIES:

Maintains knowledge of current educational issues, trends, and best practices regarding curriculum, instruction, and assessment; maintains knowledge of state and district goals, policies, and procedures as they relate to the area of responsibility.

Establishes objectives, designs and schedules programs to meet objectives, and establishes the necessary budget allocations for the building.

Recruits, selects, and recommends the appropriate personnel based on the major functions of the position; develops a building team to implement learning plans and to accomplish learning and achievement goals.

Maintains current information regarding educational reform issues; communicates information regarding state and national reform; implements measures to achieve reform objectives.

Delegates authority to appropriate personnel and maintains constructive personnel relations between individuals and groups; mediates and resolves conflicts related to areas of responsibility which involve staff, students, parents, and community.

Directs, supervises, and observes performance of staff members; conducts annual performance evaluations; works with human resources to develop plans of improvement.

Supervises the discipline and management of students in all phases of the educational program.

Maintains relationships with parents, patrons, and advisory committees through regular and open communications to promote the attainment of educational objectives.

OTHER JOB DUTIES:

Directs special projects as assigned by the executive director.

Serves on various community and district committees.

Serves as a spokesperson for the school and the district as appropriate.

Serves as a member of the leadership team of the district performing duties as related to the position as assigned.

WORKING RELATIONSHIPS:

Reports to the executive director, K-12 strand. Supervises certificated staff and classified staff members. Interacts regularly with administrators/principals, other district staff, parents, community members, and administrators from other districts.

WORKING CONDITIONS:

The daily work is performed in a general administrative office setting. The position requires visual and mental concentration with a high level of organizational skill; a high level of interaction with others through routine communications; routine interruptions; heavy telephone contacts and a heavy meeting schedule; extra hours and regular attendance at functions before and after the regular work day; prolonged periods of sitting; occasional exposure to visual display terminal for prolonged periods; frequent dealings with distraught, angry, or hostile individuals; occasionally representing the district on potentially controversial matters.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Thorough knowledge of latest research and best practices in the area of student assessment and curriculum.

Thorough knowledge of instructional theory and practice, including the assessment of instruction.

Thorough knowledge of effective managerial and supervisory principles and practices.

Considerable knowledge of instructional technology.

Ability to facilitate and promote collaborative decision-making.

Ability to make effective independent decisions when situation requires.

Ability to analyze complex situations and synthesize diverse information.

Ability to promote consensus in groups of individuals with diverse interests and values.

Ability to provide guidance and direction to staff.

Ability to facilitate conflict resolution.
Ability to assess the academic program, including the use of instructional technology.
Ability to plan, organize, assign, coordinate, and evaluate the work of certificated and classified staff.
Ability to establish and maintain effective working relationships with a variety of others both within and outside of the district.
Demonstrated leadership skills.
Skills in effective communications, including public speaking.
Skill in organizing and coordinating workload.
Effective customer service skills.
Skill in personal computer operation and ability to learn and operate a variety of software programs.

Education and Experience

Master's degree in educational administration and five years teaching experience; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Licensing and Certification

Washington State professional educator certificate for service as a principal.

EVALUATION:

Evaluation responsibilities are assigned to the executive director, K-12 strand.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY: Administrator
FLSA STATUS: Exempt
LAST REVISION DATE: May 2000