EXECUTIVE SUMMARY:

The Principal manages the day-to-day operations of the school and serves as the instructional leader of the building. Under general supervision of the Superintendent, the Principal performs the following responsibilities within the overarching framework of the Iowa Standards for School Leaders (ISSL).

ISSL Standard #1: Shared Vision
- In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.
- Uses research and/or best practices in improving the educational program.
- Articulates and promotes high expectations for teaching and learning.
- Aligns and implements the building’s educational program’s plans, actions, and resources with the district’s vision and goals.
- Provides leadership for major initiatives and change efforts.
- Communicates effectively to various stakeholders regarding progress with school improvement plan goals.

ISSL Standard #2: Culture of Learning
- Provides leadership for assessing, developing and improving climate and culture.
- Systematically and fairly recognizes and celebrates accomplishments of staff and students.
- Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.
- Monitors and evaluates the effectiveness of curriculum, instruction, and assessment.
- Evaluates staff and provides ongoing coaching for improvement.
- Ensures staff members have professional development that directly enhances their performance and improves student learning.
- Uses current research and theory about effective schools and leadership to develop and revise his/her own professional growth plan.
- Promotes collaboration with all stakeholders.
- Is easily accessible and approachable to all stakeholders.
- Is highly visible and engaged in the school community.
- Articulates the desired school culture and shows evidence about how it is reinforced.

ISSL Standard #3: Management
- Complies with state and federal mandates and local board policies.
- Recruits, selects, inducts, and retains staff to support quality instruction.
- Addresses current and potential issues in a timely manner.
- Manages fiscal and physical resources responsibly, efficiently, and effectively.
- Protects instructional time by designing and managing operational procedures to maximize learning.
- Communicates effectively with both internal and external audiences about the operations of the school.
ISL Standard #4: Family and Community
- Engages family and community by promoting shared responsibility for student learning and support of the education system.
- Promotes and supports a structure for family and community involvement in the education system.
- Facilitates the connections of students and families to the health and social services that support a focus on learning.
- Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.

ISL Standard #5: Ethics
- Demonstrates ethical and professional behavior.
- Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- Fosters and maintains caring professional relationships with staff.
- Demonstrates appreciation for a sensitivity to diversity in the school community.
- Is respectful of divergent opinions.

ISL Standard #6: Societal Context
- Collaborates with service providers and other decision makers to improve teaching and learning.
- Advocates for the welfare of all members of the learning community.
- Designs and implements appropriate strategies to reach desired goals.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

Education and Licensure:
- Hold a Baccalaureate degree from a regionally accredited institution.
- Hold a Master’s Degree from a regionally accredited institution.
- Hold or is eligible for an Iowa Professional Administrator License.

Knowledge and Skills:
- Excellent verbal and written communication skills.
- Demonstrates strong organizational skills.
- Able to make difficult decisions with a long-term impact on the district.
- Competent in research and information gathering through technology.
- Demonstrates a broad knowledge of curriculum, assessment, professional development, school improvement, and student achievement and growth strategies.