



TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214  
**Principal**

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**Purpose**

The high school principal is the Instructional Leader of his/her school. The principal is responsible for creating the vision for the school and translating that vision into reality. The principal is directly responsible for the academic achievement of all students and for creating a positive climate for the growth of students and staff, and community involvement.

**Qualifications and Essential Skills**

1. A master's degree from an accredited college or university.
2. State of Arizona administrative and secondary teaching certification.
3. A minimum of five years of successful secondary teaching experience.
4. Specific administrative experience through internship and/or previous employment in public schools including experience as a secondary assistant principal.
5. Emphasis will be given to evidence about the applicant which indicates:
  - a. Knowledge of Arizona academic standards and ability to interpret test data to improve instruction and achievement.
  - b. Effective professional relationships with students, teachers, administrators, parents and the community.
  - c. Experience and knowledge in CTE, A.P., Dual Enrollment and Alternative Education programs.
  - d. Educational leadership in the profession through membership and participation in the community and in the professional organizations, as well as activities with students, teachers, community and individual projects.
  - e. Strong organizational ability in all aspects of educational programs.
  - f. Skill in effective decision-making.
  - g. Ability to communicate effectively with all stakeholders.
  - h. Forward-looking in educational views and evidence of a willingness to accept change.
  - i. Demonstrated competence in planning and developing educational facilities.

**Duties and Responsibilities**

1. Provide strong instructional leadership for implementation of Arizona academic standards addressed in the District's curriculum.
2. Develop, monitor and evaluate the school's Continuous Improvement Plan.
3. Develop, organize and plan for an educational program and school climate which provides the greatest learning opportunities for all students.
4. Involve and lead staff in interpreting test data to improve instruction and achievement.
5. Provide leadership to the implementation of a system for monitoring student performance, identifying student needs and communicating students' educational development.
6. Explicitly assess staff professional development needs.
7. Maintain and improve the physical aspects of the school plant to insure the health and safety of all constituents.
8. Provide appropriate supervision and constructive evaluation of certified and classified staff to promote professional growth and increase effectiveness.
9. Provide leadership in the selection and orientation of staff.
10. Demonstrate fiscal accountability for all funds allotted or collected by the school.
11. Maintain high standards of student conduct and enforce discipline as necessary.
12. Maintain favorable working relationships and communication with the schools' stakeholders; students, parents and other members of the community.
13. Supervise the overall maintenance of accurate student records.
14. Maintain an active interest through participation in professional and community activities related to education.

15. Participate in district educational meetings for the purpose of developing a stronger educational program.
16. Perform other duties as assigned.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; and some fine finger dexterity. The job is performed in a somewhat clean and healthy environment.

<b>Responsible To:</b>	Superintendent.
<b>Terms of Employment:</b>	Twelve-months, full-time.
<b>Evaluation:</b>	This position will be evaluated annually as outlined in Governing Board Policy.
<b>FLSA Status:</b>	Exempt.
<b>Salary Range:</b>	Principal Initial Placement Salary Schedule.
<b>Governing Board Adopted:</b>	August 1994 April 2011 (Revised)