

AJO UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: PreK-12 Grade Principal

REPORTS TO: Superintendent of Schools

GENERAL DUTIES: Provides school-level leadership for the purpose of improving student educational progress and achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership, administrative and supervisory skills for the promotion of all students' educational development, including community and parent involvement. Responsibilities shall include, but not be limited to the following:

- Establishes and maintains, within the limitations of financial resources available, a safe and effective learning climate in the school ensuring effective teaching and learning, based on school-wide strategic planning.
- Sets high, yet realistic school goals based on district goals and school needs. Provides systematic staff development and implements action plan for results.
- Leads and facilitates comprehensive needs assessment development/implementation of School Improvement Plan.
- Monitors the instructional program through staff and program evaluation to enhance student achievement and development.
- Implements a school-wide program of student management utilizing consistent rules, positive reinforcement, and appropriate logical consequences.
- Evaluates, according to law and Board policy, and counsels all staff regarding their individual and group performances. Provides staff growth assistance as needed.
- Recommends discharge of staff members whose work is unsatisfactory.
- Maintains awareness of current laws, regulations, and policies affecting public school educational administration, including special requirements for handicapped, gifted, and other special programs.
- Plans and organizes activities to bring parents and other community members into the school.
- Prepares or supervises the preparation of reports, records, lists, and other necessary documents as required.
- Participates in community, school, and district meetings as appropriate or assigned.
- Prepares and submits local school budget requests. Monitors local school expenditures.
- Assumes responsibility for the implementation and observance of all district policies and rules and administrative directives.
- Assumes responsibility for the attendance, conduct, health, and safety of students and staff.
- Works with district departments, including maintenance and transportation departments, to coordinate multiple school activities to assure safe, well-maintained facilities which operate effectively and efficiently.

- Maintains supervision of office clerical staff, school health office, counselor, teaching staff, instructional staff, paraprofessionals, athletic director, & student activity sponsors.
- Involve and lead staff in interpreting test data to improve instruction and achievement and facilitate staff professional development needs.
- Continues to grow professionally through appropriate staff development opportunities.
- Performs all other duties as may be assigned.
- Informs Superintendent of activities and problems as appropriate.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Demonstrates competencies in teaching, supervision, knowledge of instructional strategies, learning principals and child development
- Evidence of knowledge of theory and practice of elementary and/or middle school administration
- Evidence of knowledge of Arizona State accountability measures
- Evidence of strong data analysis skills and use of data to drive instruction
- Evidence of strong skills in planning implementing and evaluating programs for K-12 students
- Evidence of strong communication and interpersonal skills
- Experience and knowledge in CTE, AP, Dural enrollment, and alternative education program.
- Evidence of fiscal responsibility.
- Evidence of leadership in the field of education
- Evidence of problem-solving ability
- Skilled at developing talent in other people
- Resourceful and adaptable

WORK 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.

SUPERVISES:

- Office clerical staff
- School Health Aide
- School Counselor
- Teaching Staff (all)
- Instructional Coach
- Data Analyst
- Paraprofessional staff
- Athletic Director
- Extracurricular coaches and sponsors

EDUCATION and/or EXPERIENCE:

- At least three years successful K-8 teaching or administrative experience
- Master's Degree in Education
- Arizona Principal Certification Required

RESPONSIBLE TO: Superintendent

EMPLOYMENT TERMS: 12-months, 2 to 3-year administrative contract