



## Anticipated Opening - Position Announcement – 2019-2020

<b>Date:</b>	March 15, 2019	<b>Closing Date:</b>	March 31, 2019
<b>Position:</b>	Principal (Elementary, Middle & High)	<b>Minimum Salary:</b>	2019-2020 Pay Scale
<b>Location:</b>	Location to be Determined	<b>Start Date:</b>	July 2019

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### Primary Function:

Assume responsibility for all elements in the development and operation of the elementary School (Grades K-5); middle school (Grades 6-8); high school (Grades 9-12)

### Minimum Qualifications:

- Hold a postgraduate professional license in school administration and shall have completed those courses at the graduate level that are pertinent to the assignment
- Have prior school administrative experience
- Have demonstrated professional and personal characteristics necessary for working effectively with school personnel, students, parents, and members of the community
- Sufficient mobility to perform hall and school ground monitoring activities.
- Possess high moral standards and integrity

### Performance Responsibilities:

- Provide leadership for the instructional program
- Foster a positive school climate that promotes student learning
- Monitor and assess student progress
- Ensure appropriate student conduct consistent with school standards and division policies
- Provide staff leadership, development, and training
- Supervise and evaluate staff
- Provide effective management of the physical plant, financial accounts, instructional materials, and equipment
- Resolve conflicts and manage crises
- Exhibit effective human relations and communication skills
- Develop positive school-community relations
- Interpret the school's instructional program to parents and the community
- Develop and implement an annual operating plan for the school which includes contributions by the staff, parents, students, and community members
- Develop and meet personal and professional goals from an established list of possible target areas
- Develop and meet goals based on annual superintendent initiatives
- Perform other duties as assigned

### How to Apply:

Interested candidates should complete an online application at the above Internet address and then apply for this specific job via the ALL JOBS link in the application system. To be considered, your application needs to include official transcripts (or copies of official transcripts) and three references with one of the three being from a person who recently supervised your work. If a resume is included, the resume and application must contain the same information. **Current employees need only submit a letter of interest, current resume, and if applicable, a copy of professional license to Human Resources.**

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