



High School Principal - Interim

FLSA Status:

Exempt, Administrative

Qualifications:

Master's degree or higher in
Educational Administration

Certification and Licenses:

Missouri Principal Certification

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

TBD

Experience:

Minimum of three (3) years of successful
teaching experience

Reports to

District level administrators

Terms of Employment

260 days, with benefits according to Board policy

Purpose Statement

Provides leadership to the instructional process with specific responsibility for directing overall site operations, services, and staff at a high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

Essential Job Functions

- Coordinates a variety of administrative activities (e.g. interviewing, building and grounds inspections, curriculum development, scheduling, orientations, etc.) for the purpose of completing activities and responding to administrative support.
- Coordinates assigned projects and/or activities (e.g. class lists, duty schedules, roving substitutes, volunteers, safety drills, student recognition, student teachers, staff recognition, student activities, etc.) for the purpose of completing activities and/or directing services in a timely manner.
- Facilitates meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Directs the assignment and evaluation of teachers and classified staff in the building.
- Collaborates with Human Resources in the interviewing, hiring, evaluation and firing of staff for the purpose of maintaining the highest standards of district personnel.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements district policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Motivates school staff, students and parents for the purpose of building a great school

environment.

- Prepares a wide variety of materials (e.g. staffing reports, attendance and scheduling data, program evaluations, SIP Plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information to the Board of Education, Superintendent, Cabinet, other administrators, teaching staff, students and parents (e.g. budget overviews, accounting processes, distribution formulas, school activities, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Provides supervision over many after-hours building activities (e.g. athletics, band, orchestra, choir, plays and musicals, etc.) for the purpose of ensuring a supportive building culture recognizing staff and student achievements.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of school's curriculum.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision, mission, and values of the district

Other Job Functions

- Performs other duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Works evenings or weekends as needed
- Submits reports as requested, and attends meetings/trainings as directed
- Demonstrates professionalism and appropriate judgement in behavior, speech, dress, and problem-solving
- Adheres to good safety practices, all district and board policies and procedures

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: ability to lead, instruction evaluation, organization, crisis management, planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; instructional strategies; and curriculum implementation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions.; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Physical Demands

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift 70 lbs. To shoulder height occasionally. Generally the job requires 30% sitting, 50% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.