



High School Principal

Purpose Statement

The job of High School Principal is done for the purpose/s of maintaining safe and effective school operations (hires and oversees the evaluation of school staff, orders instructional and facility equipment and materials); providing ongoing instructional leadership aligned with USBE and district standards and benchmarks; establishing school spirit and motivational programs; gives leadership to the school's improvement efforts; coordinating and collaborating with parents and other community partners; establishes educational priorities in alignment with USBE and district guidelines; monitors progress; manages day-to-day operations of the school to ensure a safe, pleasant, and effective educational atmosphere.

This job reports to Asst. Supt. Secondary Ed.

Essential Functions

Collaborates positively with district office personnel to coordinate the effective functioning of the school for the purpose of ensuring safety and high levels of learning for all students.

Conducts meetings with students, staff, parents, and others as needed for the purpose of sharing and gathering information to support school programs and activities.

Coordinates training and in-service for staff for the purpose of ensuring employees have the necessary skills and knowledge to safely and effectively perform the duties and to ensure a safe and effective learning environment.

Demonstrates knowledge and application of current best pedagogical practices for the purpose of leading instruction to promote high levels of learning for all students.

Demonstrates knowledge of legal and financial issues and practices related to education for the purpose of ensuring compliance to rules and regulations and the application of best practices within education.

Ensures the completion of required student progress reviews (e.g. SEOP plans, college and career readiness plans, etc.) for the purpose of supporting student learning and deliberately supporting students' plans for post high school experiences.

Establishes and maintains high standards of student behavior for the purpose of promoting high levels of student learning and a safe environment for all.

Establishes an effective learning and working environment focused on quality instructional practices, parental involvement, and high expectations for all students for the purpose of ensuring high levels of learning for all students.

Establishes and maintains relationships with parents, parent groups, volunteers, and community partners for the purpose of supporting student achievement.

Facilitates positive and effective communication with the school community for the purpose of celebrating success, addressing issues, gathering support, and coordinating efforts to support student learning and achievement.

Implements policies and procedures as required by federal, state, and district board of education for the purpose of ensuring compliance to rules and regulations.

Implements, models, and evaluates performance of programs for the purpose of ensuring the alignment and compliance with federal, state, and district requirements and focus.

Incorporates educational technology throughout the school for the purpose of enhancing the learning experience and aiding in effective instruction.

Incorporates college and career readiness throughout the school's programs for the purpose of preparing students for continuing educational pursuits after high school and teaching marketable skills and knowledge.

Interacts with students and staff in a constructive manner for the purpose of encouraging each individual to perform at his or her highest level.

Maintains a welcoming, orderly, safe, and attractive physical environment for the purpose of promoting learning and community pride.

Manages staff (e.g. oversees the hiring, training, evaluation, and dismissal processes, etc.) for the purpose of appropriately supporting student learning and the effective operations of the school.

Models professional behavior that is consistent with established professional standards and consistent with Provo School District and community standards for the purpose of maintaining positive working relationships with all partons.

Oversees the creation and management of the school's master schedule (e.g. courses offered, teaching assignments, room assignments, etc.) for the purpose of course offerings meet state and district graduation requirements and meet the interests of the student body and to ensure the fair distribution of school-wide resources.

Oversees the preparation and implemenation of school budgets in coordination with district personnel for the purpose of to ensure compliance with regulations and the effective use of school financial resources.

Oversees the puchase, storage, inventory, and care for school equipement, materials, and supplies for the purpose of effective and efficient use of school resources.

Oversees the evaluation process for required staff members and ensures the completion of annual evaluations and associated reports for the purpose of complying with federal, state, and district requirements.

Participates in on-going professional development for the purpose of improving knowledge and skills to best support the learning of all students and the training of all staff.

Participates in district-wide activites, trainings, in-services, and committees for the purpose of collaborating and advocating for the interests of the school community.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Provides leadership and oversight to specialized programs (e.g. speical educations, 501 accomodations, ELL, Title I, etc.) for the purpose of support students' learning and interest and to ensure compliance to rules and regulations.

Supervises and organizes all co-curricular and extra curricular programs, activites, and functions for the purpose of maintaining safe, equitable, educational experiences.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; 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, and concepts of management and supervision.

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: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Administrators Credential

Continuing Educ. / Training:

Clearances

Maintains Certificates and/or Licenses
Required to work some evenings and weekends.

Criminal Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt

12/9/2022

Lane 5 - High Schools