

Brinkley School District

JOB DESCRIPTION: HIGH SCHOOL PRINCIPAL

To: Superintendent

Length of Contract: 240

PRIMARY PURPOSE: Direct and manage the instructional program and supervise operations at the campus level. Provide instructional leadership to ensure high standards of instructional service. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

QUALIFICATIONS: Education/Certification: Master's degree in educational administration Arkansas principal or other appropriate Arkansas certificate

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to coordinate campus functions

Ability to implement policy and procedures

Ability to interpret data Strong organizational, communication, public relations, and interpersonal skills  
Calm and patient demeanor with students and others

Experience: Three years' experience as a classroom teacher.

Three years of experience in instructional leadership roles

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION: Principals employed by this district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.

5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
7. Work with staff to plan, implement, and evaluate the district curriculum on a systematic basis; include students and community representatives (when appropriate).
8. Supervise the school's teaching/instructional process.
9. Spend time daily observing instructors.
10. Supervise the guidance program.
11. Provide for two-way communication with superintendent, central office personnel, staff, students, parents, and community.
12. Establish and maintain an effective learning climate.
13. Facilitate effective and timely resolution of conflicts.
14. Identify and develop a common vision with staff for school improvement; implement program improvement initiatives collaboratively with staff to ensure attainment of school's mission.
15. Use data to promote school improvement.
16. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
17. Observe employee performance, record observations, and conduct evaluation conferences with all staff
18. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
19. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
20. Comply with district policies as well as state and fiscal/facilities federal laws and regulations affecting the schools.
21. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
22. Direct and manage extracurricular programs.
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
24. Conduct conferences with parents, students, and teachers concerning school and student issues.

25. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
26. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
27. Serve the district with honesty, loyalty, and commitment.
28. Work in a supportive and collaborative fashion with district personnel.
29. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
30. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Supervise and evaluate the performance of teacher(s), counselor(s), librarian(s), and support staff

**WORKING CONDITIONS:** Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate campus functions; maintain control under stress; ability to manage others in a noncoercive manner; maintain a clear focus on customer service

Physical Demands: Occasional district and state-wide travel; frequent prolonged and irregular hours; ability to lift and carry 50 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required