

## REPORTS TO SUPERINTENDENT

SALARY: DOE 220 DAY CONTRACT.

Chief administrator of the assigned building.

Developes and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.

Monitors classroom instruction and evaluates performance of teachers and professional staff.

Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.

Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems.

Only minimum duties are listed. Other functions may be required as given or assigned.

Valid Class 3 Montana teacher certificate with Principal's endorsement.

Copy of Certificate

Copy of College Transcripts

Three(3) CURRENT letters of Reference

**Supplemental questions required in order to be considered for the Jr./Sr. High School Principal position. Failure to complete these questions will exclude applicants from consideration.**

**Please summerize your administrative philosophy.**

**Describe your leadership style.**

**Anaconda Public Schools operates as a district-wide Title 1 district. What is your experience working with low-income and impoverished students?**

**How will you work to improve school culture and performance?**

**Please send to Mary Lou McPhail, Administrative Secretary at  
mmcphail@anacondaschools.org or 1410 West Park Ave., Anaconda, Mt. 59711**

## HS Principal Supplemental Questions

- Please summarize your administrative philosophy.
- Describe your leadership style.
- Anaconda Public Schools operates as a district-wide Title 1 district. What is your experience working with low-income and impoverished students?
- How will you work to improve school culture and performance?