

# Meeker School District Re-1

## Job Description

**Title:** Building Principal  
**Department(s):** Administration/Business  
**Reports to:** Superintendent of Schools  
**Work Year:** 180 days a year



### Job Summary:

The Principal is responsible for the administrative operations of the school as well as the instructional leadership, individual guidance and the school-wide facilitation of improving instructional effectiveness that will help lead to increased student achievement. The principal is also responsible for the supervision of staff in the building and oversees professional development activities and district curricular programs. Work effectively with community and parent patrons; building care, student activities and student discipline; development of school policies and procedures to ensure compliance with Board of Education and Federal policies.

### Supervision:

This position will manage all staff within the principal's building.

### Summary of essential job function:

1. Develop and maintain a school mission and vision that is consistent with the mission and vision of the District.
2. Provide instructional leadership for all staff that maximizes achievement for all students.
3. Oversees the implementation of all District curriculums.
4. Supervises all instructional staff in meeting District and State Curriculum Standards.
5. Promotes a healthy and safe school climate to maximize student achievement and staff productivity.
6. Regularly observes each teacher in the school to assess performance and to gather information that will lead to instructional improvement.
7. Select, assign, supervise and evaluate classified and certified staff as provided by District policy and monitor the distribution of evaluation scores within the school.
8. Provide leadership to initiate and maintain the involvement of the community and the parents in the learning processes at the school and encourage and support the activities of a parent-school group.
9. Seek and utilize resources such as volunteer and funding of programs to expand school efforts and increase student and teacher success.
10. Analyze student and school data to develop a School Improvement Plan and to drive instruction of the school.

11. Complete District, State and Federal reporting requirements as needed.
12. Oversee the operational aspects of; to include but not limited to the, SIT (Student intervention Team, DAC (District Accountability Team, DLT (District Leadership Team) , BLT (Building Leadership Team) and Parent Teacher Meetings to ensure full participation by all group members, consensus building and personal growth of teachers, alignment of instruction to standards and the accomplishment of the group's long and short range goals.
13. Actively participate as a member of the District's Administrative Team.
14. Actively recruit, retain and hire highly qualified staff members.
15. Initiate and support the professional development of all school staff members.
16. Supervise and monitor the implementation of IEPs, READ Plans, inclusion and differentiation strategies.
17. Coordinate school goals with those of the District by identifying instructional needs and implementing program improvements.
18. Develop positive school – community relationships by providing open communication, understanding of relevant district policies, and counseling in times of crisis.
19. Develop, monitor and maintain a comprehensive school budget.
20. Supervise maintenance of school facilities. Set priorities and establish programs, projects and policies as needed, including those related to community use.
21. Oversee the District Student Assessment Program within the school and community in regards to communication, interpretation of results, and use of data to affect student achievement.
22. Design and implement the master school schedule consistent with District policy and including all non-negotiables.
23. Utilizes feedback from Program Review to increase the effectiveness of the processes in place surrounding student achievement.

**Qualifications and Experience:**

- Master's' Degree in Education or related field preferred.
- Relevant prior experience, including 3 years of successful teaching, administrative or equivalent leadership experience.
- Demonstrate effective problem solving skills.
- Knowledge of curriculum, assessment, models of instruction.
- Knowledge of Special Education and Second Language Acquisition regulations and strategies for services.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Clearances:**

- Criminal Justice Fingerprint/Background Check.
- Colorado Department of Education Principal License

**Physical Demands:**

- The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

- The noise level in the work environment can be loud and distracting at times.
- The work environment may include high stress tasks.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.