



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

Principal – Desert Sonora Elementary

Department: Desert Sonora Elementary

Type: Certified **Status:** Exempt **Salary:** Range 77

Report To: Superintendent

DEFINITION:

Under limited supervision, assists the Principal in the administration, leadership and supervision of facilities, programs and activities for the Somerton School District No. 11.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

Specific Duties/Tasks Include:

- Providing direction for instructional program and work closely with Principal and District Administration to coordinate planning efforts in the District to ensure consistency of the Governing Board’s common purposes, goals, vision.
- Assist in providing instructional leadership to staff and guidance to student populations; represents the District to parents to raise parents’ and community’s awareness of performance and goals for improvement toward an exemplary education.
- Meets with teachers, parents and students to enforce policies and procedures and to respond to inquiries or complaints; interprets and enforces policies and procedures relating to student behavior; enforces rules utilizing student handbook and District rules, policies and procedures. Meets with teachers, parents and students to plan out personal goals to ensure success.
- Meets with students to determine and prescribe disciplinary action; mediates attendance issues and student or faculty conflicts; develops, implements and monitors incentive programs for attendance and academic performance; patrols halls and buildings to maintain visual presence and monitor teacher and student performances and behavior; conducts parent conferences relating to student discipline and education needs; conducts student searches according to established school policies and procedures.
- Administers and oversees state and federal testing; promotes the educational well being of students and personnel; attends Individual Education Plan meetings and conferences for current or potential student educational needs; schedules classes and supervises the teaching and coordination of services for students determined to have special educational needs; proposes schedules for classes and extracurricular activities based on input from students and parents.
- Conducts formal evaluations of assigned staff; assists with budgetary decisions, tracking of funds and approval of requisitions; assists with medical or emergency incidents; provides coverage in the classroom, library or playground or at extracurricular activities and events; performs other related duties as assigned.

Knowledge and Skills and Other Characteristics Required:

Strong background and knowledge of the District’s philosophy.

Strong working knowledge of data driven process for instructional planning, effective schools philosophy, and the ability to create ownership of the process with teachers, parents, and students.

Knowledge of federal, state and District laws, rules and regulations related to the operation of public schools and personnel.

Knowledge of fiscal management practices and methods.

Knowledge of curriculum development and effective teaching strategies for elementary populations.

Knowledge of school supervision and administration.

Knowledge of student discipline regulations, guidelines and techniques.

Skill in developing long and short term strategic plans, goals and objectives.

Skill in delegating, coaching, assigning and reviewing work performance.

Skill in managing and administering multiple source budgets.

Skill in oral and written communications.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS: Work is performed primarily in an indoor environment. Work requires occasional standing, walking and bending, working extended hours for meetings and school activities, and some travel is required to complete work functions.

Qualifications:

Graduate degree in school administration

Arizona Teaching Certificate

Arizona Administrator/Principal Certification.

Current District employees should submit a Letter of Interest to:

Human Resources Department 343 North Carlisle Avenue, Somerton, AZ 85350

Or Apply at: <http://www.somerton.k12.az.us/employment--162>

Administration: *Laura Noel, Ed.D, Superintendent*

Governing Board: *Araceli Juarez, President • Lorena Zendejas, Clerk • Juan Castillo • Carlos Gonzalez • Leticia Yopez*



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