

**POSITION TITLE:** Principal or Dean of Students

**REPORTS TO:** Superintendent

**SUPERVISES:** Staff as assigned and qualified to evaluate

**QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

Appropriate Colorado Department of Education Certificate and/or Licensure

Eligible to evaluate staff members preferred

A master's degree or 5 years of teaching experience

Alternatives to the above qualifications that the Board may find appropriate and acceptable

**JOB GOAL:** Assist the superintendent in promoting the educational well-being of each student and program in the school

**PERFORMANCE RESPONSIBILITIES:**

- Monitor aspects of student achievement and growth including NWEA data, attendance records, and eligibility reports
- Handle and complete paperwork discipline problems referred to the office (extreme cases will be in conjunction with the superintendent)
- Assist in the scheduling of student activities
- Work with teachers/sponsors toward the improvement of school programs
- Supervise all areas of the building
- Plan, supervise and conduct safety drills and complete appropriate paperwork
- Assist the superintendent in the supervision of teachers as assigned and appropriate
- Attend assigned school events as an administrator on duty
- Assume the responsibilities when the superintendent is out of the building
- Maintain positive public relations
- Assist the superintendent in the overall functioning of and daily school operations
- Attend board meetings as needed
- Perform other tasks and responsibilities as assigned by the superintendent
- Assist with or facilitate staff meetings
- Act as the instructional coach for the district
- Coordinate professional development opportunities
- Assist the superintendent with long-range, strategic, and unified improvement plans
- Position *may* include instruction of courses (teaching) as qualified and appropriate

**EVALUATION PROCESS:** Performance will be evaluated according to the Board's Policy by the Superintendent

**TERMS OF EMPLOYMENT:** Ten or eleven months of the year (negotiable). Salary and work year to be established by the Board of Education and the Superintendent.