

Position Title: Prairie High School Principal

Reports To: Superintendent or Executive Director of Secondary Programs

Job Goal: To build a quality learning environment that unites all stakeholders in becoming competent self-sustaining learners. To create and/or nurture systems that ensure all students have access to a high quality and personalized learning experiences and a robust set of program offerings.

Supervises: All certified and classified staff, volunteers, and other site resources and services personnel at Prairie High School.

Qualifications:

- A master's degree or higher from an accredited college or university
- A valid Iowa state certificate to practice as a school principal and as an evaluator or ability to obtain by start date
- At least five years' teaching experience
- Prior administrative experience at the secondary level
- Experience in facilitating and growing professional learning communities
- Experience or high level of knowledge in leading high school reform initiatives including, but not limited to: apprenticeship/internship programs, STEM, career academies/pathways, concurrent enrollment, project-based learning, and standards-based grading

Evaluation: Job performance will be evaluated in accordance with provisions of the board's policy for Evaluation of Administrative Personnel.

Job Responsibilities

1. VISION

- Sets priorities in the context of improving student achievement.
- Articulates and promotes high expectations for teaching and student learning.
- Aligns the educational programs, plans and actions to the district's vision and goals for student learning.
- Creates symbols, ceremonies, and activities that support the vision and mission of the district.
- Develops communication strategies to inform stakeholders of progress towards the vision and mission of the district.

2. CULTURE AND INSTRUCTIONAL PROGRAM

- Provides leadership for assessing, developing and improving school environment and culture.
- Recruits, interviews, and recommends teachers and staff to support quality instruction.
- Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.
- Evaluates staff and provides direction for improving instruction.
- Develops and supports professional development of staff to improve student learning.
- Demonstrates awareness of professional issues and developments in education.
- Develops and revises as needed his/her own professional development plan for continued improved performance.

3. MANAGEMENT

- Designs and manages operational procedures to maximize opportunities for successful learning.
- Effectively manages board policies and procedures.
- Demonstrates effective communication skills with a variety of stakeholders in the operation of the school.
- Addresses problems in a timely manner.
- Manages fiscal resources of the school responsibly, efficiently, and effectively.
- Works to ensure the buildings and grounds/facility maintenance, equipment, and support systems operate safely, efficiently and effectively.
- Performs other duties as assigned by the Superintendent or designees.

4. COLLABORATION

- Engages the community to create shared responsibility for student and school success.
- Promotes and supports parent/student/community involvement in the school.
- Shares leadership and decision-making.
- Connects students and families to the health, human and social services they need to stay focused on learning.
- Communicates with and works with families to resolve issues and concerns.

5. ETHICS

- Demonstrates ethical, trustworthy, and professional behavior.
- Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- Treats people fairly, equitably, and with dignity and respect.
- Applies policies and procedures in a fair and equitable manner.
- Demonstrates appreciation for and sensitivity to the diversity in the school community.

6. LEARNING COMMUNITY

- Serves as an effective spokesperson for the welfare of all members of the learning community.
- Promotes respect for diversity in the school and community environment.
- Engages in dialogue with other decision-makers to improve teaching and learning.
- Communicates clearly to the community about building/district issues and performances.
- Provides leadership in the development of mutual expectations, procedures for working together, and formulating district policies.
- Knows and supports the building/district school improvement plan and accurately interprets and reports progress on goals.

7. ADDITIONAL SITE-SPECIFIC DUTIES

- Supervision of 3 assistant principals
- Supervision of night and weekend activities as needed or assigned
- Participation in meetings related to other conference/region schools
- Serves as point of contact for Iowa BIG program
- Other duties as assigned

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, see, and walk to carry out routine duties. Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. This position requires many evening and weekend responsibilities. Direct responsibility for the safety, well-being, and work output of students.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment: 225-day contract. Salary as recommended by the Superintendent within Board established range.

Date of Revision: 3/8/2019