

CHURCHILL COUNTY SCHOOL DISTRICT

SCHOOL PRINCIPAL

FLSA Status: Exempt

Created: 6/2016

Last Revised: 3/2018

DEFINITION:

The School Principal provides leadership for the staff of the school in the development, implementation, and evaluation of a comprehensive educational program, and administers the program in accordance with school board policies and administrative rules and regulations.

DISTINGUISHING CHARACTERISTICS:

The Principal reports directly to the Superintendent.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Administers the rules and regulations of the board of education and laws of the state pertaining to education in the (elementary, middle, high) school.
2. Select, assign, supervise and evaluate staff; provide appropriate staff development activities to ensure job effectiveness.
3. Interpret, communicate, and implement the Churchill County School District's identified goals; gather and analyze data to identify and implement the school's goals.
4. Supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas.
5. Provides professional learning programs consistent with student needs, assessment, and program evaluation.
6. Communicates high standards for teaching and learning.
7. Employs a variety of processes for gathering, analyzing, and using data for decision making.
8. Facilitate the School Improvement Plan (SIP) Process and meet all necessary guidelines, expectations, and timelines.
9. Develops an effective plan for allocation of fiscal resources.
10. Plans, implements, supports, and enhances teaching and student achievement.
11. Monitors district, state, and federal requirements.
12. Promotes the development of specific and measurable goals for student achievement.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Effective instructional strategies for students of varied abilities;

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- Pertinent federal, state, and local laws, policies, rules, and regulations regarding school administration;
- Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs;
- Principles and practices of budget preparation and administration;
- Principles and practices of the organization and administration of personnel management;
- Principles, practices, rules, and regulations pertaining to student discipline;
- Principles of supervision, training, and performance evaluation;
- Public relations programs and techniques related to school activities; and
- Principles of management associated with maintaining the schools financial records.

Skills to:

- Lead the entire school community through collection, disaggregation, and analysis of the school's performance data and subsequent development of a school plan designed to address the identified needs;
- Manage the school's educational and extracurricular programs, activities, and operations;
- Prepare and administer the school's budget; and
- Communicate effectively, both orally and in writing.

Ability to:

- Apply the principles of conflict resolution to resolve interpersonal problems that arise;
- Develop leadership among the teacher corps;
- Develop a strong client orientation in all school staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Plan and implement an effective student discipline program;
- Gain cooperation through discussion and persuasion; and
- Work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations and agencies.

Experience and Training Guidelines: *Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Master's degree from an accredited college/university with major coursework in education or a related field, plus a minimum of three years of classroom teaching experience.

Required Certifications and Licenses:

Must possess or be able to acquire a Nevada school administrators' license issued by the Nevada Department of Education.

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Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. Light lifting (up to 25 pounds) is occasionally required.

The manual dexterity and cognitive ability to operate a personal computer using word processing and databases.

The ability to interact professionally, communicate effectively, and exchange information accurately with teachers, students and parents.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				

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ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day	X			
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings and to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure

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to noise levels ranging from moderate to very loud in occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____