

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Principal, Middle School

Reports to: Learning Services Director

POSITION SUMMARY

To administer and supervise the organization and operation of the best possible learning environment for students of the school.

ESSENTIAL DUTIES & RESPONSIBILITIES

- A 20% Ensure that the school has met state accreditation, accountability and school improvement requirements by addressing school wide student academic achievement and patterns of low student performance and achievement discrepancies.
- A 20% Implement effective instructional and curricular practices responding to the needs of students, the direction of the District, and valid innovations in education within a standards-based model.
- W 10% Utilize appropriate resources of the staff, student body, school district and the community to develop and maintain highly effective instructional and co-curricular programs.
- D 20% Responsible for day-to-day operations of physical plant including approximately 12 million-dollar budget design/allocation including purchase of instructional supplies, material & equipment, coordinating capital reserve process (small & large capital).
- D 10% Plan and implement human resources activities: hires/mentors/disciplines terminations; staffing design/master schedule; professional development activities; evaluations.
- M 5% Oversee construction, safety of staff and students during emergency procedures.
- W 10% Develop and maintain effective communications among the students, the community, the faculty and the administration.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's degree plus additional coursework resulting in a Colorado Type D Certificate/Principal/ Administrator's License.

MINIMUM EXPERIENCE

Over three years and up to and including five years of Middle School administrative experience, including a minimum of three years of teaching.

SKILL REQUIREMENTS

Excellent interpersonal relations and oral and written communication skills.
Advanced skill in dealing with students and staff with diverse needs at various levels.
Intermediate to advanced knowledge of developing, monitoring and evaluating curriculum, discipline plans and supervision/safety plans.
Basic microcomputer and software skills.
Knowledge of school law, grantsmanship ability.
Tolerance for ambiguity and stress.
Background and experience with a standards based system.
Ability to effectively manage a building budget.
Strong planning, organization, motivation, management and evaluation skills.
Demonstrated skills in facilitation, problem solving and conflict management.
Background in secondary school education and considerable expertise in adolescence behavior and development.
Be an effective listener with the ability to diagnose needs of the school and translate those needs into a vision for the future.
Be a team player with the capacity to instill in others high expectations and strong results orientation.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Colorado Type D Principal’s License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Regular/daily lifting five (5) to fifty (50) pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – Direct supervision of administrative staff
Indirect supervision of building faculty and staff

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.