

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Principal

BAND	GRADE	SUBGRADE
D	6	3
DEPARTMENT: Varies	ACCOUNTABLE TO: Assistant Superintendent/Executive Director	FLSA STATUS: Exempt
<p>CLASS SUMMARY: Incumbents are responsible for promoting excellence in learning and facilitating a learning environment which respects the dignity of all. Duties include: preparing, maintaining, and providing controls for budget; supervising assigned staff to include conducting and signing performance reviews; designing and implementing needs assessments to establish quality improvement goals; designing and implementing a communication plan to articulate school visions, purpose, and program; developing and monitoring school improvement plans; establishing, maintaining, and enforcing student discipline; dealing with conduct referrals and investigating incidents; developing master schedule; supervising activities related to maintenance and cleaning of facilities; facilitating special education, advanced placement programs, and other special programs within the school; serving as liaison to police agencies, child protective and other social service agencies; providing student counseling/conferencing and coordinating with outside agencies for students critical needs; and, promoting a safe, healthy, and proper learning environment for students.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Principal is distinguished from the Assistant Principal which is assigned responsibility for various functions or activities but is not held accountable for or responsible at the school wide level.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	D6
2.	Designs and implements a communication plan to articulate school vision, purpose, and programs.	Daily	C4

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3.	Establishes, maintains, and enforces student discipline to include dealing with conduct referrals and investigating incidents; assists in conflict resolution.	Daily	D6
4.	Prepares, maintains, and provides controls for budget to include deciding what should be purchased, how to receive additional funding, and how to distribute resources.	Weekly	D6
5.	Designs, facilitates, implements, supervises, schedules, and evaluates a variety of interscholastic, intramural, and other extracurricular activities to include communicating methods to parents students, and sponsors.	Weekly	C4
6.	Develops school goals to include designing and implementing needs assessments to establish quality improvement goals, and developing and monitoring school improvement plans.	Weekly	D6
7.	Promotes a safe, healthy, and proper learning environment for students to include making proactive decisions to provide safety procedures.	Weekly	C4
8.	Supervises activities related to maintenance and cleaning of facilities to include determining what capital items to purchase, and what needs to be repaired, replaced, or ordered.	Weekly	D6
9.	Facilitates special education, advanced placement programs, and other special programs within the school to include assisting in decisions about student placement, programming, and scheduling.	Weekly	D6
10.	Provides student counseling and conferencing and coordinates with outside agencies for student critical needs.	Weekly	C4

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11.	Develops a master schedule to include implementing the instructional program and securing the supplies and materials needed.	Annually	C4
12.	Serves as a liaison to police agencies, child protective, and other social service agencies.	Varies	D6
13.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • District policies, programs, and Board, teacher, and support staff agreements; • Techniques for selection, orientation, and supervision; • Safety procedures; • Business, staff development, and long-range planning; • Federal, State, and District financial budgetary regulations, processes, and procedures; • Facilities operation and management; • Master scheduling techniques; • Budget administration.
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Skills (position requirements at entry):

Skill in:

- Counseling and advising parents, students, and staff;
- Developing and training staff;
- Solving problems and resolving conflicts;
- Providing leadership;
- Establishing objectives and priorities;
- Making decisions;
- Assessing needs;
- Building teams;
- Regulating school programs;
- Preparing and administering a school budget;
- Understanding general policies;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in Educational Administration, Curriculum, Education or closely related field and three years teaching experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Arizona State Principal Certification.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98