

The Middle School/K-8 Principal is responsible for the planning, organization, administration, and management of the assigned school. The Principal is the instructional leader on the campus, responsible for ensuring a positive climate, student success and adherence to the mandated program of instruction. The position requires the Middle School/K-8 Principal to work collaboratively with school and District Office Personnel to ensure the effective operation of the school.

**Chain of Command**

The Middle School/K-8 Principal reports to the Assistant Superintendent.

**Competencies of Middle School/K-8 Principal**

The Middle School/K-8 Principal shall possess knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to school governance and leadership. Additionally, listed below are the competencies required for this position:

- **Accountability:** Holds self and others accountable for teaching the curriculum, and measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Cultural Engagement:** Noticing, anticipating, and acting to meet people’s practical and emotional needs, considering the possible effect of culture, past experiences, or personal characteristics—including race, gender, sexual orientation, religious, economic, and/or other backgrounds—in order to create positive impact on individuals and groups.
- **Flexibility:** The ability to adapt one’s approach to the requirements of a situation and to change tactics.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Initiative & Persistence:** The drive and actions to do more than is expected or required in order to accomplish a challenging task. Deals effectively with pressure; remains optimistic and persistent, even under adversity.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

## Essential Duties of the Position Middle School/K-8 Principal

### Instructional Leadership

- Establish an atmosphere conducive to teaching and learning.
- Develop and implement the school improvement plan.
- Oversee educational programming, curriculum and instructional resources for all students, including those with special needs.
- Determine classification, promotion and retention of students.
- Effectively collect, analyze and use data from a variety of sources to implement and monitor campus programs.
- Participate in the recruitment, screening and selection of staff reporting to the school.
- Oversee the supervision and evaluation of all certified and support staff.
- Design and ensure the implementation of a comprehensive professional development plan for all staff members.

### School Safety

- Establish the school's student discipline plan, the emergency plan and the school's plan for ensuring a safe and orderly environment.
- Administer the student discipline program ensuring that the District's and school's policies and procedures related to student discipline referrals and discipline action plans meet requirements.
- **Ensure the fidelity of implementation of the school's three tier Positive Behavioral Interventions and Supports (PBIS) framework.**
- Provide professional development for instructional staff and other assigned personnel regarding school security, District handbook, classroom management, and effective discipline strategies.

### School Operations

- Monitor revenues and expenditures for district funds to ensure compliance with federal, state and district policies
- Prepare budget and financial reports as required by district policy
- Review and approve purchases and expenditures, including payroll expenses
- Develop and implement the family and community involvement programs and initiatives.
- Oversee the school plant and monitor maintenance needs.
- Implement District Board Policy, state statues, and federal regulations as they pertain to the assigned school.
- Serve as a contributing member on District and school committees and initiatives as needed.

### Minimum Qualifications

Master's Degree

Valid Arizona Principal Certification

Valid Arizona Teaching Certification and five years of teaching experience

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

### Preferred Qualifications

Experience and demonstrated success as a Principal or Assistant Principal

### Date Revised

03.25.2021