Updated 6/28/21

**Title:** Principal/Athletic Director

Supervisor/Evaluator: Superintendent

Terms of Employment: **-** Principal/Athletic Director shall be employed for 200 work days in the year. Such contract year shall begin approximately 10 days prior to the start of the scheduled school year and end approximately 10 days after the end of the scheduled school year as more particularly determined by the Superintendent.

Any additional days Principal/Athletic Director is required to work in the summer, beyond the 200 work days in the school year, will be held in escrow and used in place of sick days Principal/Athletic Director may require during the course of the school year. No additional days of work in the summer will be allowed without the prior approval of the Superintendent.

Any additional days worked during the summer that are held in escrow that have not been used as sick days during the school year shall be reimbursed at the per diem rate before the end of the current fiscal year.

Job Tasks/Responsibilities:

I. Living a Mission and Vision Focused on Results - The Principal/Athletic Director works with the staff and community to build a shared mission, and vision of high expectations that ensures all students are on the path to college and career readiness, and holds staff accountable for results

a. Coordinates efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners

b. Ensures that the school’s identity, vision, and mission drive school decisions

c. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results

II. Leading and Managing Systems Change - The Principal/Athletic Director creates and implements systems to ensure a safe, orderly, and produc­tive environment for student and adult learning toward the achievement of school and district improvement priorities

a. Work to develop, implement, and monitor the outcomes of the school improvement plan and school wide student achieve­ment data results to improve student achievement

b. Creates a safe, clean and orderly learning environment

c. Collaborates with staff to allocate personnel, time, mate­rial, and adult learning resources appropriately to achieve the school improvement plan targets

III. Improving Teaching and Learning -The Principal/Athletic Director works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students

a. Works to develop a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional prac­tices, and high expectations for student performance

b. Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas of improvement and celebrate successes

c. Implements student interventions that differenti­ate instruction based on student needs

d. Assists the Superintendent in selecting and retaining teachers with the expertise to deliver instruction that maximizes student learning

e. Evaluates the effectiveness of instruction and of individual teachers by reviewing and discussing formal and informal observations, any applicable input from the Superintendent

f. Ensures the training, development, and support for high-performing instructional teacher teams to support adult learning and devel­opment to advance student learning and performance

g. Develops systems and structures for staff professional development and sharing of effective practices including providing and protecting time allotted for development

h. Advances instructional technology within the learning environment

IV. Building and Maintaining Collaborative Relationships - The Principal/Athletic Director creates a col­laborative school community where the school staff, families, and community interact regularly and share ownership for the success of the school

a. Creates, develops and sustains relationships that result in active student engagement in the learning process

b. Utilizes meaningful feedback of students, staff, families, and com­munity in the evaluation of instructional programs and policies

c. Proactively engages families and communities in support­ing their child’s learning and the school’s learning goals

d. Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively

V. Leading with Integrity and Professionalism - The Principal/Athletic Director works with the school staff and community to create a positive context for learning by ensuring equity, fulfilling professional responsi­bilities with honesty and integrity, and serving as a model for the professional behavior of others

a. Treats all people fairly, equitably, and with dignity and respect

b. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profes­sion. Protects the rights and confidentiality of students and staff

c. Creates and supports a climate that values, accepts and understands diversity in culture and point of view

VI. Creating and Sustaining a Culture of High Expectations - The Principal/Athletic Director works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students’ social-emotional learning

a. Builds a culture of high aspirations and achievement and for every student

b. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school’s vision and mission

c. Leads a school culture and environment that successfully develops the full range of students’ learning capacities—aca­demic, creative, social-emotional, behavioral and physical

VII. Other

1. All other duties as assigned considered as “other”