

POSITION TITLE: High School Principals Positions-(East High)-2024-2025 School Year

*Only applications received on the Hazelwood School District employment page will be considered.

REPORTS TO: Assistant Superintendent

POSITION SUMMARY: To provide effective leadership for the middle school instructional program and manage those activities which contribute to the effectiveness of the total educational program. Supervises grades 9 through 12, assistant principals, teachers, counselors and auxiliary personnel employed in the school.

FUNCTIONS OF THE JOB:

Essential Functions

1. Evaluates, encourages and recommends improvement regarding the instructional program; develops a desirable climate for learning and takes effective measures to maintain it.
2. Keeps his/her supervisor informed of developments regarding operation of the school.
3. Formulates objectives in support of District philosophy and objectives; supervises development of the schedule for the program of studies and grade reporting system.
4. Directs instructional programs to meet the individual needs of each student, regardless of their academic standings.
5. Coordinates administrative operation of the school; gives initial approval to budgeted expenditures.
6. Continuously evaluates school-sponsored activities relative to improvement and maximum participation, including those occurring before and after normal school hours.
7. Cooperatively plans and implements a program conducive to the overall objectives of the District.
8. Participates in the selection and assignment of the staff; makes teaching and duty assignments; schedules and conducts faculty meetings.
9. Evaluates personnel under his/her supervision for the purpose of improvement of instruction and for re-employment; participates in the procedure to alleviate staff grievances.
10. Takes an active role in disciplinary actions involving students that demand his/her personal attention.
11. Supervises the direction of student records and information services; personally prepares or supervises the preparation of reports requested by outside agencies or District supervisory personnel.
12. Directs a program organized to aid the student in transition between elementary and secondary school and from middle school to high school.
13. Supervises the development of an annual budget for the educational program of the school.
14. Prepares a monthly accountability report and meets with supervisor for reviews and feedback.
15. Prepares and annual report for the Assistant Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Supervision and Staff Development:
2. Effectively supervise the instructional performance of the professional staff through frequent and ongoing observation.
3. Identify staff members whose performance is marginal and develop appropriate instructional improvement programs.
4. Provide appropriate opportunities for the staff to increase curricular and instructional expertise.
5. Provide assistance to the professional staff in developing effective classroom management and discipline techniques.
6. Monitor team teaching activities and coordinate student grouping.

Personnel Selection and Assignment:

1. Assist in the selection and assignment of Middle school personnel based on knowledge of ability, qualifications, past performance, and school needs.
1. Demonstrate a concern for heterogeneity in staff selection and assignment.
2. Implement an effective induction program for newly assigned personnel as specified in the district's approved Teacher Induction Plan.

Personnel Evaluation:

1. Implement the district personnel evaluation program utilizing adequate observation time.
2. Recommend dismissal of unsatisfactory personnel.

Curriculum Development, Supervision and Evaluation:

1. Demonstrate a knowledge of district and school curriculum.
2. Implement the district-approved curricular scope and sequence.
3. Utilize test results in analyzing program effectiveness and identifying areas needing improvement.
4. Participate in the review and/or recommend for approval all elementary textbooks and curriculum materials.

Student Assessment and Monitoring:

1. Emphasize student achievement as the primary goal of schooling.
2. Administer systematic and effective methods of objectively monitoring student progress.
3. Monitor and assist in the development of Individual Educational programs for all students identified as exceptional.
4. Supervise health, guidance and attendance services.

Establishing an Effective Workplace:

1. Maintain adequate student discipline through the implementation of a fair and effective discipline code.
2. Encourage positive staff morale.
3. Define, articulate and promote the internalization of a school philosophy.

4. Demonstrate prudent risk taking and vision in the interest of school improvement clearly communicate building priorities and long-range goals.
5. Promote a tightly managed environment collectively committed to quality instruction.
6. Monitor and coordinate student extra and co-curricular activities.
7. Ensure that student and teacher schedules are developed which optimally utilize available resources.

Establishing Effective Communications:

1. Implement an effective method for reporting student progress.
2. Communicate effectively both orally and in writing with the various elements of the school community.
3. Develop open communication by respecting differences of opinion and reacting appropriately.
4. Effectively communicate and support management team decisions and school board policies.
5. Conduct planned, meaningful and effective meetings including student orientation programs as needed.

Decision Making and Problem Solving:

1. Make decisions in consideration of alternatives, consequences and applicable research.
2. Avoid crisis situations by anticipating problems and making timely, clearly communicated and effectively implemented decisions.
3. Follow established administrative protocol.

Community Relations:

1. Personally interact with parent groups to promote positive school/community relations.
2. Inform community of school activities through appropriate media and encourage parent and community participation in those activities.
3. Promote the incorporation of community resources into the school program.

Personal Development:

1. Demonstrate continued personal growth through participation in professional activities and organizations.

Building Management:

1. Supervise the implementation of rules and procedures for student and staff safety.
2. Promote an aesthetically pleasing environment in the school.
3. Monitor building, office and equipment maintenance.

Record Keeping and Financial Management:

1. Provide for the maintenance of accurate and current personnel, student and fiscal records.
2. Supervise the preparation of accurate budgets and effectively monitor expenditures.

3. Ensure the accurate and efficient preparation of required district reports and requisitions.

Marginal Functions

1. Attends District administrative meetings, as required.
2. Prepares handbooks, schedules and materials for opening of school in the Fall.
3. Participates in professional activities designed to enhance competency.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Standing, walking, sitting, reaching, talking, hearing.
2. Normal attention with clarity of vision at 20 inches or less as well as 20 feet or more and field of vision that can be seen up and down or to right or left while fixed on point, required.
3. Light physical demand with regular lifting of very light to light (1 to 25 lbs.) items by hand.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job. Typical office conditions, but with regular travel between schools required.

POSITION QUALIFICATION REQUIREMENTS

Education:

Required: Broad knowledge in an advanced and professionally specialized discipline or other studies not available in undergraduate coursework, an advanced theoretical knowledge within a specialized field; Master's degree in educational administration/leadership.

Preferred: Educational specialist or doctorate in educational administration/leadership or related field.

EXPERIENCE:

Required: A minimum of five years of successful teaching experience, preferably at the secondary level. Demonstrated knowledge of effective classroom management, effective teaching models, and curriculum development, implementation and evaluation. Track record of improving student achievement.

Skills and Abilities: The following may be representative but not all inclusive of those commonly associated with this position:

1. Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.
2. Compute discount, interest, profit and loss; commission, markup, and selling price; ratio and proportion, and percentage.
3. Perform reading, writing, and speaking at an advanced level.
4. Ability and personality necessary to work effectively with colleagues, parents, other individuals, unions, community and school groups and organizations.
5. Must demonstrate positive, effective "people skills".

Machines, Tools, Equipment and Work Aids: These may be representative but not all inclusive of those commonly associated with this position:

1. Computer and related software.

License(s)/Certification(s)

Required: High School Principal's Certificate issued by the Missouri Department of Elementary and Secondary Education.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean **always** or **only**. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk (*) which denotes linkage only to marginal function(s).

Period of Employment: Contractual period of employment is 12 months for the 2023-2024 School Year.

Salary Range: Based on experience per administrative salary schedule (plus \$2,000.00 stipend for doctorate): **\$122,152.00-\$169,837.00.**

Applications for the above position will be accepted until the position is filled.