

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: PRINCIPAL

Supervisor: Superintendent

**GENERAL JOB DESCRIPTION:** The principal will use leadership, supervisory and administrative skills to promote the educational development of each student. The principal will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board Policies and administrative regulations.
8. Facilitate the planning and development of curriculum and instructional goals for school, staff and students.
9. Monitor and facilitate the progress of programs toward established goals.
10. Use supervision, staff development, and performance evaluation to improve the instructional process of the school. To do this, the principal must follow procedures consistent with the state and local Teacher Performance Evaluation Plan.
11. Stay current with the new school programs and practices through training and educational literature.
12. Complete required reports and communications throughout the year.
13. Facilitate the hiring of new staff members.
14. Enhance public relations with community members, parents, staff and students.
15. Consistently enforce school rules and policies.
16. Attend and participate in professional development opportunities during and outside the school year.
17. Develop positive relationships with students, parents, and colleagues and the community.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Supervise all staff attached to the school
2. Supervise all other resource and service personnel while functioning in assigned school.
3. Form and meet with or appoint individuals to meet with all committees (SAT, PAC, etc.) in a consistent and timely manner.
4. Supervise extra-curricular activities.
5. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
6. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

**QUALIFICATIONS:**

1. A Master’s Degree
2. A valid New Mexico Administrative License as required by the State of New Mexico
3. Five years of experience in public school administration and supervision and/or teaching
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_