

## **Vail School District Job Description**

**Job Title:** Principal  
**Department:** School  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Updated:** 1/21/05

### **SUMMARY**

This is an administrative position responsible for managing an individual school campus, coordinating and supervising all personnel. Provides leadership in the development, implementation, and evaluations of the school's instructional program; interprets the school's program to the community (school community relations); serves as executive officer to the local school; and is responsible for supervision of the physical plant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Evaluates personnel according to established criteria.

Establishes rules for student conduct, utilizing state and district guidelines.

Schedules activities, classes, and personnel assignments.

Schedules and coordinates community use of physical plant.

Represents the school to the community.

Develops and implements the curriculum in conjunction with other members of the administrative team.

Assists classroom teachers in the instructional process.

Assists in budget development as it relates to the school.

Ensures that the physical plant is well maintained.

Determines physical plant needs and coordinates maintenance schedules.

Determines needs supplies and materials for the school, may solicit quotes for specific projects.

Is responsible for articulating curriculum programs within and without the District.

Represents the District at special education IEP meetings.

Job Description

Principal

Page 2 of 2

Chairs District-wide curriculum committee.

Maintains staff relationships with other principals and Directors.

Makes reports to the Governing Board as directed.

### **SUPERVISORY RESPONSIBILITIES**

Has direct supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Masters degree from an accredited institution.

Must have considerable knowledge of the principles and practices of school administration.

Must be able to interpret laws, policies and guidelines relating to school administration.

Must be able to establish and maintain effective working relationships with the Governing Board, District personnel, representatives of local and state agencies, parents, and the public.

Must be able to work with a diverse student population, including those with various handicaps and special needs.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, personnel reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Governing Board.

### **MATHEMATICAL SKILLS**

Ability to use statistical techniques and methods to accomplish the essential duties and responsibilities. Capable of using analytical methods to analyze and interpret data and use that data to inform and advise the District Leadership (including the Governing Board).

## Job Description

Principal

Page 3 of 3

Ability to analyze situations or data requiring considerable investigation or analysis to appraise facts and/or choose applicable standard methods, procedures, or precedents. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold a valid Arizona Principal certificate.

Valid Class One Fingerprint Clearance Card.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Considerable time outside the normal school hours is required and often exceeds ten hours per week. Is subject to phone calls at odd hours and other predictable and unpredictable demands.

Must maintain a condition of excellent physical and mental health.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.