



Clarkdale-Jerome Elementary School District #3  
1615 Main Street  
Clarkdale, Arizona 86324  
Phone (928) 634-5035 – Fax (928) 639-0917  
“Every Student, Every Day, Preparing for Tomorrow”

## **PRINCIPAL**

**SUMMARY:** Provides administrative, organizational and personnel administration for school by directing and recommending policies, procedures and actions pertaining to all activities at the school in order to provide a safe environment and a meaningful and fulfilling education so students receive the greatest benefits from the educational opportunities available. Ensures that school remains aligned with district goals in accordance and with state and federal requirements.

### **DUTIES & RESPONSIBILITIES:**

#### **Leadership Behavior:**

- Involves staff, parents, students and the community in the identification and accomplishment of the District’s mission and goals
- Recognizes the needs of staff and students
- Explores, assesses, develops and implements educational concepts that enhance teaching and learning
- Encourages and develops the leadership of others through empowerment and delegation
- In cooperation and collaboration with various school stakeholders, initiates and competently manages the change process
- Clearly identifies his/her vision to the staff, parents, students and community
- Exemplifies and models the behavior expected of others
- Utilizes all available data resources in the decision making process

#### **Communication Skills:**

- Articulates beliefs persuasively which are congruent with district and the school’s mission and goals
- Effectively communicates (both oral and written) clear expectations to parents, staff and students
- Produces high quality written materials for distribution to staff, the parents and the community
- Communicates necessary reports to the governing Board in a clear, concise and professional manner
- Communicates to the Superintendent in a timely and efficient manner appropriate activities, concerns or potential problems
- Works effectively with all members of staff on school problems of significant importance, e.g. instruction, transportation, discipline, food service, etc.
- Applies the process of consensus building both as a leader and as a member of a group
- Resolves difficult situations by applying appropriate conflict-resolution methods
- Achieves intended outcomes through the use of principles of motivation

**Instructional Leadership:**

- Helps provide staff development that ensures the continual growth of all teachers
- Articulates and implements effective management and planning processes
- Orients newly assigned staff members and assists in their development, as appropriate, through administrative team planning and implementation
- Works with teachers and leadership to plan, develop, schedule facilitate and evaluate curriculum
- Reviews and monitors the curriculum to ensure that District approved scope, sequence and content are followed
- Assists (or leads), staff development training to facilitate the implementation of District/School curriculum
- Analyzes data through the District assessment system and works with teachers to interpret and make instructional decisions that meet the needs of students
- Assists teachers and staff in the implementation of intervention systems that help struggling students

**Student Management:**

- Clearly communicates appropriate school rules, policies and procedures to students, staff and parents
- Establishes high expectations for student behavior
- Follows district guidelines in disciplining students
- Applies appropriate techniques, e.g. progressive consequences, consistency, fairness, etc., when disciplining students
- Follows appropriate legal requisites in due process and procedures
- Identifies and implements new positive discipline procedures

**Evaluation:**

- Applies effective observation and conference skills
- Utilizes both formative and summative evaluation procedures
- Develops professional growth plans to improve teaching performance
- Uses due process procedures and legal assistance in dealing with disciplinary and dismissal cases
- Completes all evaluation responsibilities for certified and support personnel as District policies specify

**Organizational Management:**

- In cooperation with indicated Administrative staff, recruits, selects, assigns and organizes staff to optimize the achievement of the district and the school's mission and goals for the following year
- Develops and implements equitable and effective schedules
- Provide a positive, safe and orderly climate for learning
- Assures that programs such as special education, speech, counseling, gifted, etc. are appropriately servicing students
- Employs principles of effective time management
- Develops policies and practices that assure appropriate and confidential collection and use of student data
- Provides day to day operations in athletic and extra-curricular programs
- Assists the superintendent in the development of school budget priorities, based upon the mission and goals of the District and school

**Professional Responsibilities:**

- Applies effective strategies for dealing with the dynamics and politics of school district decision-making
- Effectively deals with crisis situations by, in a timely fashion, contacting necessary agencies or persons, notifying and involving indicated school personnel and taking appropriate steps in reaching decisions for action
- Effectively responds to written and oral requests on a timely basis
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field
- Attends meetings, extra-curricular activities and appropriate community events that support the school and the District's mission
- Maintains a high level of visibility around campus during the school day
- Maintains a high level of punctuality and attendance
- Attends seminars, classes and conferences as the Superintendent assigns
- Accomplishes district, school and personal goals
- Follows all district policies
- Adheres to directives from the Superintendent

**QUALIFICATIONS & REQUIREMENTS:****Education & Experience:**

- Current Principal Certificate issued by AZ Department of Education
- Masters Degree
- 2 years experience as a school administrator preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook. Ability to work with various data bases that are applicable to job description.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position.*