



Lee's Summit R-7 School District

Employment Application

Principal – High School (2019-20 School Year)

Job ID: 3467

Position Type:

Administration/Principal-High School

Closing Date:

02/13/2019

Date Posted:

02/04/2019

Location:

Lee's Summit High School

244 Days/Yr; Available: July 1, 2019

Starting Salary Range: \$101,911/yr

Purpose Statement:

The job of Principal High School was established for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at a high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; and coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students. This job reports to Assistant Superintendent of Secondary Education.

Essential Functions

- Analyzes various types of data (e.g. budget, grants, test scores, socioeconomic, special education, etc.) for the purpose of making it relevant to promote student achievement.
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, faculty, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, District and/or state objectives.
- Collaborates with professional learning communities, student, staff, parents, and a variety of community resources (e.g. PTA, Business Partners, SAP, Booster Club, SRO's, etc.) for the purpose of improving the overall quality of student outcomes and achieving school improvement plan objectives.
- Creates and maintains a supportive and inclusive school wide climate for faculty, students, and parents for the purpose of providing a school atmosphere that promotes personal growth and a meaningful educational experience for each student.
- Delegates responsibility for a variety of administrative functions to Assistant Principal for the purpose of managing the workload more efficiently.
- Develops site budget and financial forecasts for the purpose of maximizing use of funds in compliance with established guidelines and insuring overall school operations are within the budget.
- Distributes teacher workloads equitably for the purpose of ensuring the best situation for students and staff.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures, and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Maintains a variety of confidential and non confidential manual and electronic files and records (e.g. student, financial, employee, etc.) for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages school administrative functions (e.g. facility maintenance and security, student management, programs, events, crisis and safety plans, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Monitors the school site budget for the purpose of ensuring allocations are accurate and expenses are within budget limits.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, observing, training, orientating, etc.) for the purpose of maintaining adequate staffing and ensuring that standards are achieved and performance is maximized.

- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches current curriculum ideas, programs, and funding resources for the purpose of enhancing student achievement.
- Serves as a liaison between many entities (e.g. central office, District, community, School Board, departments, etc.) for the purpose of providing and/or gathering information.
- Verifies new student enrollments (e.g. student residency, vaccinations, etc.) for the purpose of complying with established requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing Certificates & Licenses Missouri Administrative Certificate Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training Clearances Units of Continuing Education Criminal Justice Fingerprint/Background Clearance TB Clearance

FLSA Status

Exempt
