

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Principal (9-12 or 7-12)

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 8 hours per day, 225 days

**JOB GOAL:** Plans, organizes, administers, and directs all activities and functions at the Senior High School level which are essential to the operation of a responsible, effective, and efficient instructional environment, which provides maximum opportunity for student growth.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSA and NCASA.

1. Complies with the code of ethics of the education profession, and upholds and enforces school rules, administrative directives, district policies and administrative regulations in accordance with statutory regulations of the State of Nevada and Federal Law.
2. Supervises the development, implementation, and maintenance of school level policies and procedures.
3. Works cooperatively with, and maintains professional relationships with district employees and other professionals within specific area of responsibility.
4. Serves as the instructional leader for the school staff.
5. Works with other school administrators and staff to develop and maintain a school environment that is conducive to learning, and appropriate to the maturity and interests of students.
6. Supervises the implementation and coordination, at the school level, of the district instructional program, including ancillary and support services.
7. Assesses and evaluates current curriculum and makes recommendations for redesign, further development, and implementation.
8. Monitors school level programs and services for compliance with district policies and procedures.
9. Focuses on increased student achievement gains for continuous school improvement.
10. Adheres to the accreditation standards, and enforces standards relative to student progress and promotion.
11. Monitors course descriptions, master schedule, pre-registration and registration materials, and various curriculum materials.
12. Monitors the administrative processes required for student scheduling, maintenance and evaluation of student records, grade reporting, and commencement.
13. Determines promotion eligibility for all students, as well as graduation status for all eligible students.
14. Develops an articulation program that will establish smooth transition from feeder schools in regard to academic programs, extra and co-curriculum programs, curriculum planning, and social adjustment to a new school.
15. Monitors student behavior for compliance with school code of conduct and NCSA Parent/Student Handbook.
16. Implements disciplinary procedures that comply with the district established discipline policy.
17. Monitors attendance, discipline referrals, and attendance reports.
18. Attends long-term suspension and attendance hearings or designates a designee to attend.
19. Observes and evaluates teacher performance, pursuant to state statutes and the appropriate negotiated agreement, and provides assistance to individual teachers in an effort to improve classroom instruction.
20. Supervises and evaluates the work of assigned school level classified personnel, and makes recommendations for improvement in work performance.
21. Observes, records, and commends exceptional qualities in assigned staff members, and provides them with leadership opportunities at the school.
22. Provides assistance or counsel to assigned staff members.
23. Works with administration and staff to develop, coordinate, and implement staff development and in-service training programs at the school level.
24. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
25. Plans and conducts staff meetings, as required.
26. Interviews and recommends appointments to school site vacancies, and assigns duties of employees.

27. Recommends continued employment, suspension, or termination of active employees pursuant to state statutes and negotiated agreements.
28. Notifies human resources of all new appointments, resignations and/or terminations and approves personnel action forms through use of district technology accounts.
29. Makes recommendations on approval or denial of employee leaves through use of district technology accounts.
30. Supervises the inventory, care/maintenance, and proper and safe use of facilities, equipment, and supplies.
31. Follows up on all requisitions and work orders by contacting appropriate personnel, approving requisitions and work orders through use of district technology accounts, investigating discrepancies, and resolving problems when necessary.
32. Identifies school level budget needs and prepares budget requests for finance department.
33. Ensures effective management, and assumes final responsibility for all school budgets and accounts.
34. Ensures responsible and appropriate use of federal/grant funds.
35. Prepares and maintains accurate and complete records and reports as required by law, district policies, and administrative regulations.
36. Attends district meetings and participates on committees, as required.
37. Meets with individuals and/or groups from the community, as required.
38. Establishes and maintains open lines of communication with administration, staff members, students, parents/guardians, and other community members, which includes continuous information to parents/guardians via correspondence, newsletters, Infinite Campus messaging, school website, and conferences.
39. Provides for the establishment and maintenance of a positive collaborative relationship with students' families to increase student achievement.
40. Serves in a problem-solving capacity to school personnel and parents.
41. Supervises the organization, coordination, and implementation of staff committees and organizations, student extra-curricular activities, and parent groups.
42. Responds to inquiries from welfare agencies, probation officers, school resource officers, and campus monitors regarding matters related to students.
43. Contacts security, police, fire department, and/or rescue squad, as needed.
44. Participates as a member of school-based crisis teams.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Possess effective interpersonal skills.
2. Possess excellent communication and collaborative skills.
3. Possess outstanding organization skills.
4. Demonstrates ability to be highly motivated and enthusiastic.
5. Ability to be an instructional leader with knowledge of technology.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes unauthorized persons on campus, and/or issues that require immediate attention, and handles in an appropriate manner.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Master's degree from an accredited college or university in subject(s) related to administrative assignment
2. Successful administrative experience preferred
3. Minimum of five (5) years certified experience in a school system, to include at least three (3) years of classroom teaching and one (1) year as an Assistant Principal at the secondary level

### **Licenses and Certifications:**

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment

2. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

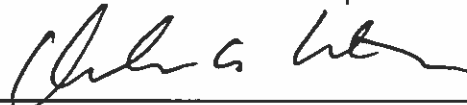
**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

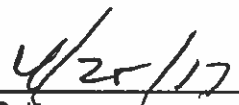
**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:  \_\_\_\_\_  
Superintendent

 \_\_\_\_\_  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

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

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

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

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