



Little Rock School District

JOB DESCRIPTION

Position Title: Principal- High School

Prepared Date: 01/19/2022

JOB GOAL:

The School Principal is charged to administer the coordination and management of the school campus and academic activities. Employees in this job classification are responsible for developing, administering, and monitoring educational programs, optimizing academic opportunities, and promoting safe and successful development of each student. Position is accountable for enforcing and ensuring academic integrity, compliance with the faculty/staff contract, appropriate credentials of teaching faculty, and the achievement of academic objectives through instructional programs, and accomplishes such in coordination with School Board goals and initiatives.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 26, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:** Non-Exempt

QUALIFICATIONS:

1. At least five (5) years' successful teaching experience and/or administration.
2. A master's degree or higher with Arkansas certification as a secondary principal.
3. Knowledge of curriculum development and successful teaching methods including successful experience with parent and staff involvement
4. Evidence of ability to become a competent educational leader in curriculum and instruction as well as the requirements of the revised/reauthorized Every Student Succeeds Act (ESSA).
5. Ability to manage fiscal, physical, and human resources to successfully carry out the function and programs of the school by communicating effectively, both orally and in writing.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. **Student Achievement Leadership:**
 - Emphasizes student achievement as the primary goal of schooling and achieves the desired student achievement results or performance goals.



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- Maintains high expectations and motivation of all students to engage in continuous learning and development.
2. **Organizational Leadership:**
 - Possesses commitment and facilitates the development of a vision and mission of learning for the school that promotes the success of all students.
 - Establishes and clearly communicates building priorities, long range goals and objectives.
 - Communicates effectively both orally and in writing.
 3. **Instructional Leadership:**
 - Analyzes, utilizes, and communicates school and student data to implement programs, technology, and curriculum that improves teaching and learning.
 - Provides leadership in the development of grades 6-8 learning environment that improves teaching and learning.
 - Leads curriculum development activities providing opportunities and encouragement for increased staff expertise.
 4. **Management:**
 - Assists in effective recruitment and recommends, develops, supervises, and evaluates staff.
 5. **Community Partners:**
 - Maintains a clear and open communication process with all internal and external school communities in the shared leadership of the school.
 - Promotes and encourages community, industry, and higher education partnerships.
 6. **Ethical Leadership:**
 - Demonstrates appreciation for and sensitivity to the diversity among individual and specific populations.
 - Respects confidentiality.
 7. **Environmental Context Leadership:**
 - Creates a feeling of trust and openness with students, families, and staff promoting the welfare of all members of the learning community.
 - Knows and applies policies, procedures, laws, and regulation enacted by school/district, state, and federal authorities.
 - Fosters a creative and innovative learning environment in which all students are inspired to excel.
 - Participates and maintains an effective and culturally diverse learning environment among the entire school community (faculty, staff, students, etc.).

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:



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While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.