

<b>Window Rock Unified School District No. 8</b> <b>Position Description</b>	
<b>Position Title</b>	Principal

<b>Date Revised</b>	February 2007
<b>Status</b>	Exempt
<b>Salary Level</b>	Per Administrative Salary Schedule
<b>Work Year</b>	12 Months

<b>Qualifications Certificates/Licenses</b>	<ul style="list-style-type: none"><li>➤ Master's Degree from an accredited college or university required</li><li>➤ Valid Arizona Administrative Certificate</li><li>➤ Minimum of three years administrative/leadership experience</li><li>➤ Strong educational leadership and management skills</li><li>➤ Qualified evaluator certificate required</li><li>➤ Minimum of three years successful teaching experience</li><li>➤ Strong effective human relation and communication skills</li><li>➤ Bilingual in Navajo and English preferred</li><li>➤ Valid Arizona Driver's license</li><li>➤ Maintains a valid Fingerprint Clearance Card</li><li>➤ Other qualification as deemed appropriate</li></ul>
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<b>Job Goal</b>	To effectively lead and manage the educational program of the school. Provide a safe drug free school environment. Provide leadership and support for continuous student learning through research based, data driven decision making as outlined in the district mission/vision statement and core principles of learning.
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<b>Essential Duties</b>	<ul style="list-style-type: none"><li>➤ Serves as educational leader of comprehensive school reform for student academic achievement.</li><li>➤ Establishes and maintains an effective learning climate in the school.</li><li>➤ Schedules classes within established guidelines to meet student needs.</li><li>➤ Establishes guidelines for proper conduct and maintaining student discipline.</li><li>➤ Maximizes the effectiveness of the school's teaching process.</li><li>➤ Demonstrates effective leadership and decision making skills.</li><li>➤ Plans, organizes and directs implementation of all school activities.</li><li>➤ Initiates, designs and implements programs to meet specific needs of the school.</li><li>➤ Establishes and maintains favorable relationships with parents/guardians, local community groups and individuals to foster understanding and resolve problems.</li><li>➤ Orients newly assigned staff members and assists in their development, as appropriate.</li><li>➤ Coordinates and/or supervises support services i.e. security, food services, library activities, maintenance, chemical awareness, custodial services and others.</li><li>➤ Evaluates and counsels certified and classified staff members according to the established district evaluation instruments.</li><li>➤ Coordinates and supervises all special area programs at the building site.(guidance, special education, school health, after school, etc.)</li><li>➤ Actively participates in the recruitment, screening and selection of school staff.</li><li>➤ Supervises the preparation of reports, records and electronic data required for the administration of the school and district.</li><li>➤ Supervises the maintenance of accurate records on the progress and attendance of students.</li><li>➤ Coordinates an effective professional development program for staff.</li><li>➤ Prepares, submits and manages all allocated funds in accordance with the USFR and applicable project requirements.</li></ul>
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- Actively participates as a member of the district administrative team in making and implementing district decisions.
- Plans and manages personal schedule to meet deadlines.
- Complies with all board policies, procedures and local, state and federal laws.
- Performs other work duties as assigned.

**Physical Effort**

High level of physical and mental effort required

**Working Environment**

Typical school environment

**Supervision Given**

All building staff

**Supervision Received**

Superintendent or his/her designee

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.

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Supervisor signature

\_\_\_\_\_  
Date

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Employee signature

\_\_\_\_\_  
Date

Board Approved: **02/22/2007**