

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

- Position:** Principal/Administrator
- Supervisor:** Superintendent and Assistant Superintendent
- General Job Description:** The Principal will use leadership, supervisory, and administrative skills to promote the educational development of each student.

### **Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and takes initiative to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the instructional process of the school. To do this, the principal follows procedures consistent with the state and local Cooperative Professional Development Plan.
11. Comply with all School Board policies and administrative regulations.
12. Complete required reports and communications throughout the year.
13. Participate in the hiring of new staff members.
14. Enhance public relations with community members, parents, staff and students.

### **Additional Duties and Responsibilities:**

1. Supervise all staff attached to the school.
2. Supervise all other resource and service personnel while functioning in assigned school.
3. Form and meet with or appoint individuals to meet with all committees (SAT, PAC, etc.) in a consistent and timely manner.
4. Supervise extra curricular activities.
5. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
6. Other assigned duties as directed by the Superintendent and/or Assistant Superintendents.

### **Qualifications:**

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. High School Principal is a twelve month contract.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.