JOB DESCRIPTION

SCHOOL PRINCIPAL

NOME PUBLIC SCHOOLS

QUALIFICATIONS:

1. At least five years of successful experience in education. Two years experience as site administrator preferred. Experience in Alaska is desirable.
2. Master's degree required.
3. Current State of Alaska administrator's certificate with endorsement as principal is required.
4. Experience with, or understanding of, community schools is necessary.
5. Demonstrated ability to work with teachers, staff and the community to maximize student achievement.
6. Possess effective communication skills including public speaking and computer literacy.

REPORTS TO: Superintendent

SUPERVISES: All certified and classified staff assigned to site.

JOB GOALS: Administer total operation of the school in accordance with state law, policies of the board, and direction of the superintendent. Work as a team member contributing to district vision and mission through short and long-range goal setting with other administrators. Promote and contribute to the success of the district strategic plan through oversight of the building instructional leadership team. Maintain a safe and culturally affirming school environment that fosters the individual academic, social and physical development and growth of all students.

PERFORMANCE RESPONSIBILITIES:

1. Provide overall leadership for school.

2. Plan, organize, and direct the implementation of all academic and nonacademic activities.

3. Provide a safe and comfortable environment conducive for learning.

4. Actively engage local community groups, Tribal organizations, media, and parent groups to strengthen partnerships, gather meaningful feedback, and incorporate community input into school decisions, objectives, programs, and continuous improvement efforts.

5. Coordinate and supervise services such as custodial, security, food services, financial and accounting functions for student activity funds, as applicable.

6. Implement and supervise all areas of the curriculum in a way that will be considerate of the unique individual needs of students in helping them reach their maximum potential.

7. Organize and administer the school effectively for the development and growth of students and personnel.

8. Lead and facilitate the ongoing improvement of the school's educational program.

9. Adhere to the negotiated agreements of classified and certified employees.

10. Comply with state and city fire, safety and sanitation regulations.

11. Demonstrate a working knowledge of Alaska School Laws, State Department of Education & Early Development regulations, and Nome Public School District policies.

12. Comply with the Nome School District staff evaluation procedures and guidelines.

13. Provide administrative support for school personnel.

14. Select leadership team members and sponsors of extra curricular activities effectively.

15. Serve as instructional leader in school and districtwide curriculum planning, implementation and evaluation.

16. Monitor the use of an Alaska standards-based curriculum, inclusive of the Alaska Cultural Standards.

17. Encourage, schedule and supervise extracurricular activities.

18. Integrate special programs and support services into the established curriculum.

19. Encourage teachers to use research-based best practices and materials.

20. Make staff assignments and schedules consistent with teachers' contracts.

21. Make recommendations to superintendent on personnel selection and retention.

22. Implement programs which encourage family involvement.

23. Work as a team player contributing to the district-wide strategic plan action steps and strategies, while connecting those priorities to the school improvement plan. Take responsibility for plan element implementation as appropriate.

24. Perform such other duties and assume other responsibilities as may be directed by the superintendent.

THE NOME SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.