

Grand Canyon Unified School District  
Principal Job Description

Title: K-12 Principal

Qualifications:

1. Appropriate Arizona School Administrator Certification or able to obtain Az certification within a reasonable time
2. Holds a valid Arizona Fingerprint Clearance Card.
3. Experience as a school administrator. Preference will be given to candidates with experience as an elementary and/or secondary level site administrator.
4. Knowledge of K-12 instructional techniques and practices.

Supervises: Teaching and support staff as assigned by the Superintendent

Supervisor: Superintendent

Job Goals:

1. To provide sound educational programs for all children, including those who require adaptations in the educational environment.
2. To provide schoolwide administrative leadership.
3. To use effective leadership, supervisory and administrative skills to promote the educational development of each student.
4. To assist the Superintendent and ensure that the School District derives maximum benefit from prudent expenditure of school funds.
5. To adhere to the National Principal Standards.

Performance Responsibilities:

1. Contributes to the development of the total school philosophy of education, and oversees implementation of student behavior management programs and strategies at all grade levels.
2. Develops clear, measurable goals for overall student achievement and individual student achievement.
3. Monitors progress on overall student achievement goals and individual student achievement goals.
4. Ensures practices are in place to help all students meet achievement goals.
5. Develops a clear vision on instruction.
6. Supports and retains teachers who enhance their skills.
7. Provides teachers with opportunities for leadership.
8. Researches and develops an awareness of effective instructional practices.
9. Ensures teachers adhere to state curriculum standards with a focused curriculum.
10. Ensures students have the opportunity to learn critical content.

11. Provides opportunities where teachers can observe and discuss effective teaching.
12. Provides a structure where teachers have roles in decision-making.
13. Provides opportunities for teacher teams to regularly address school issues.
14. Surveys students, parents, and teachers as one of many ways to collect feedback.
15. Displays leadership skills in all areas of school management.
16. Nurtures the trust of faculty and staff.
17. Provides a safe environment for students, parents, faculty and community.
18. Acknowledges success through formal programs.
19. Works with designated committees of teachers and other stakeholders on specific programs, projects or courses of action.
20. Attends school and community events as necessary.
21. Assists in recruitment, selection, recommendations for hiring and evaluation of personnel as assigned by the Superintendent.
22. Designs, implements and supervises district professional development, data collection and assessment.
23. Supervises the K-12 library/media services.
24. Designs, implements and supervises summer school.
25. Remains up-to-date on education laws and State requirements.
26. Recommends policies and programs.
27. Assists the Superintendent in developing and maintaining the district budget.
28. Other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Twelve month employee, 4 day work week. Salary will be based on experience between \$85,000-\$95,000.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board policy.