

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

PRINCIPAL - ELEMENTARY SCHOOL

Reference Code: A050

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 41– 44 of the Unified Administrative Salary Schedule, 11 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the instructional leader and chief administrative officer of an elementary school. Responsibilities include the promotion of the mission and commitments of the Instruction Unit so that all students have equal access to, participate in, and benefit from educational opportunities. The elementary principal is directly responsible to the appropriate Area Associate Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Alignment of the school's curriculum with the Curriculum Essentials Framework.
2. Ensure the opportunity for all students to learn essential skills and concepts and to develop essential competencies.
3. Maintain a positive, orderly, and academically focused learning condition in the instructional environment.
4. Foster proficiently provided instruction that aligns content with students' learning needs and encompasses a variety of appropriate teaching strategies and learning experiences.
5. Develop and implement a structured planning process incorporating participation for continuous school improvement.
6. Conduct supervision and evaluation activities and processes that actuate teaching for learning and comply with law, policy, regulation, and negotiated contracts.
7. Provide proficient education leadership.
8. Develop and preserve a school climate that promotes positive working and learning conditions.
9. Establish and maintain school/community cooperation with and confidence in educational enterprises.
10. Manage school operations and programs efficiently and effectively.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge, skill, and ability to provide instructional leadership for an elementary school.
2. Ability to work cooperatively with students, parents, Clark County School District staff, organizations, agencies, and community members.
3. Ability to acquire skills to promote participation and collaboration between and among staff and community members.
4. Ability to administer an elementary school according to Board of School Trustees policy, administrative regulation, and the System for Quality Schools.
5. Ability to effectively manage the operational activities of the assigned elementary school.
6. Knowledge of staff selection, supervision, evaluation processes, techniques, and legal and contractual requirements.
7. Knowledge of community needs and organizations and the relationship of these to the education enterprise.
8. Knowledge of basic special education laws and procedures and a willingness to accommodate the needs of disabled students, staff, and community members.
9. Understanding and sensitivity to the needs of the various cultural and ethnic groups in the school community and to the needs of students and staff with handicapping conditions.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Previously demonstrated at least three (3) years of successful licensed teaching experience and at least one (1) year as a contracted school-site administrator in an accredited K-12 public or private school.
2. Must, at minimum, have completed a one (1) calendar year period as an elementary assistant principal or equivalent.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.