

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

PRINCIPAL - JUNIOR HIGH or MIDDLE SCHOOL

Reference Code: A060

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 a junior high/middle school. Responsibilities include direction of the instructional program, operation of the school plant, coordination of staff and pupil activities, and participation in community affairs in a leadership role. This position 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. Interpret, communicate, and implement the Clark County School District's identified goals; gather and analyze data to identify and implement the school's goals.
2. Select, assign, supervise, and evaluate staff; provide appropriate staff development activities to ensure job effectiveness.
3. Plan, organize, and utilize resources for the development and implementation of the school curriculum.
4. Establish procedures for utilizing the school's budget with appropriate staff involvement and in a manner consistent with the District's budgeting procedures and regulations.
5. Establish an effective system for communicating school matters to staff, students, parents, and the community.
6. Implement procedures to foster and maintain community confidence in the school.
7. Ensure accurate student records and attendance accounting, efficient school plant management, and effective use of transportation services.
8. Direct student counseling and discipline activities to ensure compliance with standards established by the Board of School Trustees and state law.
9. Organize, coordinate, and supervise co-curricular and extracurricular activities. Develop and implement measures for crowd control as well as participant, staff, and spectator safety, as appropriate.
10. Utilize, coordinate, and evaluate all of the District's services and programs as they effect the operation of the school.
11. Plan, organize, and implement emergency procedures relating to the safety of the students and staff.
12. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly both orally and in writing.
2. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations and agencies.
3. Ability to utilize and promote participatory management techniques.
4. Possess physical and mental stamina commensurate with the responsibilities of the position.
5. Possess personal characteristics, including but not limited to, poise, perspective, integrity, and flexibility necessary for success as an administrator in the Clark County School District.
6. Evidence of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
7. 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 a secondary 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.