



POSITION

Principal - Highland Junior High School
2017-2018 School Year

JOB RESPONSIBILITIES/FUNCTIONS

- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Delegates responsibility for a variety of administrative functions to Assistant Principals and other personnel for the purpose of managing the workload more efficiently.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g., budget staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of schools curriculum.

MINIMUM QUALIFICATIONS

- Arizona Administrative certificate
- Ability to facilitate group processes for collaborative management
- Ability to use and implement teacher supervision and positive discipline procedures as a tool to improve instruction
- Strong human relations skills
- Three years successful teaching experience
- Previous Administrative experience preferred

SALARY

Range: \$77,030 - \$102,112

CONTRACT TERM

237 days

APPLICATION PROCEDURE

Interested individuals should submit the following:

- Letter of interest outlining their qualifications
- Three letters of recommendation
- Resume

To:

Sandy Christie, Office of Talent Management

Sandy.Christie@gilbertschools.net

Gilbert Public Schools

140 S. Gilbert Road, Gilbert, AZ 85296