

HARLOWTON PUBLIC SCHOOLS
JH/HIGH SCHOOL PRINCIPAL
Job Description

REPORTS TO: Superintendent

Harlowton School District is in search of an innovative, enthusiastic, and positive individual to become our next JH and HS Principal.

ESSENTIAL FUNCTIONS:

Chief administrator of the assigned building.

Responsible for the day-to-day operation of their building.

Develops and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.

Monitors classroom instruction and evaluates performance of teachers and professional staff.

Supervises, oversees, and evaluates performance of clerical, janitorial staff, and other classified employees to maintain quality support services.

Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.

Develops and maintains good working relations with community organizations and leaders.

Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems.

Acts as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.

Maintains a visible presence in the building to enforce safety and security standards for students and faculty.

Works with Superintendent to prepare yearly budget requests and monitors spending to conform to budget restrictions.

Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.

Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.

Responsible for control and discipline of students.

Supervise the school's educational program, asking advice from the Superintendent when necessary.

Attend all school board meetings, and committee meetings.

Expected to attend and supervise at all or most events hosted in the high school.

Assume the responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.

Assist in the recruiting, screening, hiring, training, assigning and evaluation of the school's employees.

Potential teaching duties up to 2 periods a day at the JH or HS level.

Serve as a friendly ambassador of Harlowton Public Schools.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from staff, parents, and the general public.
- Ability to communicate clearly and concisely both in oral and written form.
- Excellent organizational skills to provide effective administration.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the high school.

WORK YEAR:

Two weeks prior to and one week following the school calendar year.

202 day contract

Additional three days with pay at superintendent's request

EQUIPMENT USED:

A variety of electronic and technology devices, copier, fax, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.