



Anticipated Opening

Title: Jr/Sr High Principal (Grades 7-12)

Reports to and is evaluated by: Superintendent

Job classification: Administrative

The Jr/Sr High School Principal is the instructional leader of the Jr/Sr High School program. They have the responsibility to keep up to date on the legislative and research based instructional practices to ensure the educational program meets the needs of all students. In addition the principal needs strong managerial skills to ensure that safety and structure is maintained at all times.

Responsibilities Include:

1. Evaluation of certified and classified staff. OTES 2.0 certified preferred but if not, a willingness to get credentialed is mandatory. Adherence to the guidelines and timelines of the evaluation process is expected.
2. Responsible for the implementation of district safety procedures and compliance with state and federal regulations. Schedule Drills. Ensure safety procedures are reviewed with the whole staff. Apply for any safety grants. Submit required documentation to the state.
3. Promote Data Literacy. Candidates must be data literate and be able to identify trends in state and value added data as well as classroom data. The principal must encourage data literacy within the staff as well.
4. The principal must be an instructional leader. They should be knowledgeable about researched based instructional practices and have the ability to promote those among the staff. The principal will be knowledgeable regarding meeting the needs of diverse learners (supporting team members in attending and actively participating in IEP meetings, supporting and enhancing the IAT process, knowledgeable regarding practices to meet the needs of gifted learners).
5. The principal must ensure that they hire and retain strong staff in the areas of instruction and management.



6. The principal must have strong communication skills and communicate in a variety of ways within the administrative team, their staff and community. This includes the ability to utilize social media to promote positive experiences and educational happenings within the building.
7. The principal will actively participate in the organization and implementation of events that are designed to enhance community engagement (ex. Back to School Bash, Veteran's Day). Events also include Senior festivities, banquets and graduation. This includes developing new events to enhance community engagement.
8. The principal will be responsible for implementing parts of the district strategic plan.
9. Maintain discipline within the building and encourage participation in PBIS.
10. Design and implement the Master Schedule. This includes maximizing instructional time, working with other administrators to share elective teachers and creatively meet the needs of all levels of students.
11. Maintain a healthy and communicative relationship with both the classified and certified union
12. Keep the superintendent advised in all matters that help facilitate improved educational operations, this includes any emergencies that may arise.
13. The ability to contribute to the team and offer support in areas that may not always be directly related to the Jr./Sr High School. This includes participation in district events including but not limited to Grandparents Day, opening and closing of school etc.
14. Organize teacher/field experience placement and help facilitate RESA.
15. Be visible at sporting and after school events.
16. Perform any other duties that may be assigned by the Superintendent.

The principal should be proactive and initiate practices that enhance the educational program. They should be self reflective and able to implement strategies that enhance the education, management, communication and relationships both within their building and district. They need to be a strong team member who is willing to support the other district administration at various times.

If interested, please contact Angela Terella, Waterloo Local Superintendent, at: aterella@waterloovikings.org