



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Principal- Middle School	<b>Location:</b>	Middle School
<b>Reports To:</b>	Principal	<b>Supervises:</b>	Site Personnel
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Appropriate Administrator's Certificate as required by the State of Arizona
- Administrative Experience preferred.
- Demonstrated leadership capacity preferred.
- Ability to communicate in Spanish preferred.
- Technologically literate
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To serve as the instructional and administrative leader of a middle school; to be responsible for the direction of the instructional program, operation of the school plant, and coordination of staff and pupil activities.

### Responsibilities and Requirements

#### CURRICULUM AND INSTRUCTION

- Responsible to use leadership, supervisory and administrative skills so as to promote the educational development of each student in the school.
- Responsible to plan, organize and direct implementation of all school activities.
- Responsible for making the recommendations concerning the school's administration and instruction.
- Responsible for preparing and supervising the preparation of reports, records, lists, and all other paperwork required or appropriated to the school's administration.
- Responsible for budgeting school time to provide for the efficient conduct of school instruction and business.
- Responsible for leading in the development, determination of appropriate and monitoring of the instructional program.
- Responsible for providing leadership in the development, revision and evaluation of the curriculum.
- Responsible for supervising the guidance program to enhance individual student education and development.
- Responsible for responding to written and oral requests for information.
- Responsible for the schools co-curricular, and all other activities, special events, and programs that are outgrowths of the school's curriculum and extracurricular programs.
- Responsible to supervise the maintenance of all required building records and reports.
- Responsible to supervise the daily use of the school facilities for both academic and non-academic purposes.
- Responsible for all official school correspondence and news releases
- Responsible for supervising the school's special services program including 504 responsibilities.



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### STAFF PERSONNEL

- Responsible for supervising all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
- Responsible for assisting in recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and support staff.
- Responsible to orient newly assigned staff members and assist in their development as appropriate.
- Responsible to evaluate and counsel all staff members regarding their individual and group performance.
- Responsible for written documentation of all conference, visitation, complaints, etc.
- Responsible to conduct regular staff meetings to keep members informed of policy changes, new programs, and the like.
- Responsible to provide leadership in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- Responsible to recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory.
- Responsible to serve as an ex-officio member of all committees and councils within the school.
- Responsible for the appropriate delegation of authority to responsible personnel in assuming responsibility of the school in the absence of the principal.
- Responsible for the leadership of the school's site-based council.

### PUPIL PERSONNEL

- Responsible for implementation and observance of all board policies and regulations by the school's staff and students
- Responsible to maintain active relationships with students and parents, informing them of school goals, policies, procedures, and activities as related.
- Responsible to supervise the maintenance of accurate records on the academic progress and attendance of students.
- Responsible for the attendance, conduct and maintenance of health of students.
- Responsible to plan and supervise fire drills, safety and emergency preparedness programs.
- Responsible for developing and maintaining student recognition programs.

### FINANCE AND BUSINESS MANAGEMENT

- Responsible to prepare and submit the school's budgetary requests and monitor expenditures of funds. Responsible for staying within the limits of established budget.
- Responsible for all student activity budgets and fund expenditures of the school
- Responsible for the accountability, coordination, and implementation of an effective site "tax credit" program

### SCHOOL/COMMUNITY RELATIONS

- Responsible to establish and maintain favorable relationships with local community groups, parent groups, and individuals, as to foster understanding and solicit support for school programs; to interpret board policies and administrative directives; and to discuss and resolve individual student problems.
- Responsible for recognizing and reinforcing accomplishments and achievements of students and staff.
- Responsible for maintaining cooperative liaison with the high school, elementary schools, and other middle schools in the district.

### SCHOOL BUILDINGS AND EQUIPMENT

- Responsible for supervision of the maintenance of school buildings, grounds and equipment, as directed.

### PROFESSIONAL GROWTH

- Responsible to keep abreast of changes and developments in the profession by attending professional meetings, District Staff Development programs, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Responsible for own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state and national meetings, through enrollment and participation in advanced courses

### SUPPORTING SERVICES

- Responsible for assisting in the implementation of supportive services in meeting the needs of students and staff.
- Responsible for assuring conformance of the school to all Arizona Interscholastic Association Rules and Regulations as they apply to middle schools.
- Responsible for assisting with district functions, programs, and committees.



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### **ADMINISTRATIVE TEAM**

- Responsible to keep the District Office informed of events and activities of an unusual nature as well as routine matters related to the Superintendent's accountability.
- Responsible to work with various members of the District Office Administrative staff on all issues of school and/or district concern
- Responsible to participate in administrators' meetings and such other meetings as are required or appropriate.
- Responsible to serve as a member of such committees and attend such meeting as directed to by the Superintendent.
- Responsible for participation in the decision-making process, in addition to supporting and implementing decisions and directives of the Governing Board, Superintendent, and the Administrative Team
- Responsible for performing other job-related duties as assigned by the Chief Administrator of Schools

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### **EEOC**

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.