



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Interim Principal	<b>Location:</b>	School Site
<b>Reports To:</b>	Superintendent	<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>	261 days / 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
- Technologically literate
- Bilingual Spanish/English preferred

### Function

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

### Responsibilities and Requirements

#### CURRICULUM AND INSTRUCTION

- Responsible for decisive leadership in improving the total educational program within the school community
- Responsible for visiting classrooms, conferring with teachers, providing leadership in curriculum improvement, and assisting in the selection and use of instructional materials
- Responsible for directing the implementation of the school curriculum
- Responsible for the evaluation of instructional techniques
- Responsible for supervising the school's special services program including 504 responsibilities

#### STAFF PERSONNEL

- Responsible for planning programs, schedules, and assignment of building staff.
- Responsible for assisting with applicant screening and recommendations for hiring, assigning, and dismissing the school staff.
- Responsible for formative and summative evaluations of building staff.
- Responsible for providing leadership in developing, conducting, and maintaining productive interpersonal relationships among staff.
- Responsible for the leadership of the school's site based council.

#### PUPIL PERSONNEL

- Responsible for implementing Board policies and administrative regulations that provide educational conditions under which student and teacher may work to their best advantage.
- Responsible for implementing established guidelines for student conduct.
- Responsible for monitoring student academic progress.
- Responsible for recording and maintaining accurate student records as required by federal, state, and local statutes.
- Responsible for developing and maintaining student recognition programs.
- Responsible for keeping students informed of school goals, policies, and activities, involving them when appropriate, in matters directly related to them.

#### FINANCE AND BUSINESS MANAGEMENT

- Responsible for recording and maintaining accurate records as required by federal, state, and local statutes.
- Responsible for budget planning and requisitioning equipment and supplies within the funds allocated, as directed.
- Responsible for all student activity budgets and fund expenditures.
- Responsible for the accountability, coordination, and implementation of an effective site tax credit program.

#### SCHOOL BUILDINGS AND EQUIPMENT

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

#### SCHOOL/COMMUNITY RELATIONS

- Responsible for recognizing and reinforcing accomplishments and achievements of students and staff.
- Responsible for maintaining cooperative liaison with the elementary, junior, and senior high schools in the district.
- Responsible for the interpretation of school programs to the community; enlisting the participation of the community in school activities.
- Responsible for working with parent groups dedicated to the improvement of the educational system.



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### 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 assisting with district functions, programs, and committees.

### 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 Superintendent 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.

### Other Information:

- Must be able to pass a fingerprint clearance and background check

### 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.