

Adult Education Principal

FLSA Status: Exempt

Last Revised: November, 2016

DEFINITION: The Adult Education Principal provides leadership for the staff of the school in the development, implementation, and evaluation of a comprehensive educational program, and administers the program in accordance with school board policies, administrative rules and regulations.

RESPONSIBLE TO: Superintendent

TERMS OF EMPLOYMENT: Assigned by Superintendent

PAY RATE: Refer to Administrative Personnel Salary Schedule

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential function(s).

1. Complies with the code of ethics of the education profession, upholds and enforces the rules and regulations of the federal government, the Nevada Board of Education and the laws of the state pertaining to education at the (elementary, middle, high) school.
2. Communicates a clear vision of excellence and continuous improvement consistent with district goals.
3. Supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas.
4. Supervises and evaluates the work of assigned school level certified and classified personnel and makes recommendations for improvement in work performance.
5. Communicates high standards for teaching and learning.
6. Employs a variety of processes for gathering, analyzing, and using data for decision making.
7. Works with school staff to develop and implement a school improvement plan, as needed.
8. Develops an effective plan for allocation and management of fiscal resources, submits an annual budget, and assumes final responsibility for all school budgets and accounts.
9. Ensures responsible and appropriate use of federal/grant funds.
10. Plans, implements, supports, and enhances teaching and student achievement.
11. Monitors district, state, and federal requirements.

12. Promotes the development of specific and measurable goals for student achievement.
13. Cooperates fully with all members of the School District Administrative Office.
14. Reports to the Superintendent or Board of Trustees as required or when necessary.
15. Assesses and evaluates current curriculum, makes recommendations for redesign, further development, and implementation.
16. Monitors attendance, discipline referrals, and attendance reports.
17. Interviews and recommends appointments for school site vacancies and assigns duties to employees.
18. Recommends continued employment, suspension, or termination of active employees pursuant to state statutes and negotiated agreements.
19. Supervises the inventory, care/maintenance and proper and safe use of facilities, equipment and supplies.
20. Establishes and maintains open lines of communication with administration, staff members, students, parents/guardians, and other community members which includes information to parents/guardians via correspondence, newsletters, Infinite Campus messaging, school website, conferences, etc.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).

Knowledge of:

- Effective instructional strategies for students of varied abilities;
- Pertinent federal, state, and local laws, policies, rules, and regulations regarding school administration;
- Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs;
- Principles and practices of budget preparation and administration;
- Principles and practices of the organization and administration of personnel management;
- Principles, practices, rules, and regulations pertaining to student discipline;
- Principles of supervision, training, and performance evaluation;
- Public relations programs and techniques related to school activities;
- Principles of management associated with maintaining the school's financial records; and
- Organization and management of district and school site emergency/crisis procedures, plans and drills (e.g. fire drills, bomb threat, lockdowns, etc.).

Skill to:

- Direct and supervise school staff;
- Prepare and administer the school's budget; and
- Communicate effectively, both orally and in writing.

Ability to:

- Apply the principles of conflict resolution to resolve interpersonal problems that arise;
- Develop leadership among the teacher corps;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Gain cooperation through discussion and persuasion; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Required Certifications and Licenses:

- Must possess, or be able to acquire, a Nevada School Administrators' license issued by the Nevada Department of Education.
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training.

Experience and Training:

Any combination of training, education, and experience that provides the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Master's degree from an accredited college/university with major coursework in Educational Administration or a related field, plus a minimum of three years of certified experience.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some

reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 100 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Exposure to climate controlled classroom settings and to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud in occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals, and power/hand operated equipment and machinery.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____

Date: _____

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