

Job Title: Bell Elementary Principal

Supervisor: Deputy Superintendent / Superintendent

Salary Schedule: Administrative – 93,423 to 107,423

Terms of Employment: 210 Day Contract

JOB SUMMARY:

This position provides leadership and administrative supervision to faculty and staff in order to enhance the educational opportunities and development of students. This position assists the Superintendent in directing the day-to-day operations at assigned school and in developing and implementing policies, programs, curriculum activities, and budget.

QUALIFICATIONS:

1. Must possess valid New Mexico Public Education Department (PED) Administrative License (Level 3B) upon hire.
1. Administrative experience beyond internship (preferred).
1. Minimum of five (5) years of successful teaching experience.
1. Demonstrate excellent leadership skills.
1. Must be motivated and competent at verbal and written communications and demonstrate a high degree of staff relations and public relations.
1. Leadership strength in curriculum, instruction, and strong background in discipline.
1. Personal discipline and willingness to commit significant time, effort, and focus to the wide array of duties of the position, both large and small.
1. Verifiable work and/or character references.

FUNDING:

Funding source(s): Operational

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of school administration principles and practices.
- Knowledge and understanding of data-driven instruction, program evaluation, curriculum, classroom management, learning assessment, and diagnosis and research related to effective instructional practices.
- Knowledge of the principles of teacher evaluation and development.
- Knowledge of personnel management principles.
- Knowledge of student disciplinary principles and practices.

- Knowledge of trends and developments in pedagogical principles and practices.
- Knowledge of relevant state and federal laws, guidelines, and regulations.
- Skill in directing the work of faculty and staff.
- Skill in team building and motivating staff.
- Skill in the analysis of data and the preparation of reports.
- Skill in the review and analysis of teacher performance.
- Skill in problem-solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations – Relates well with students, staff, administration, parents, and the community.
- Skill in operating computers and job-related software programs
- Skill in oral and written communication

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor teacher progress by frequently observing classrooms, conferring with teachers about instructional matters, and maintaining a system of positive supervision.
- Provides clear and direct feedback to teachers based on analysis of practice.
- Consistently analyzes teacher practice through ongoing classroom observations, data analysis, and examination of student work.
- Use most current State and District mandated evaluation system for teacher evaluations and to observe employee performance, record observations of domains and/or competencies to conduct evaluation conferences with staff. Follow procedures consistent with the Teacher Performance Evaluation Plan.
- Supervise Ancillary Staff, Educational Assistants, Secretaries, and support personnel assigned to school site.
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
- Provides leadership in curriculum development.
- Identify strengths and areas of performance needing growth or improvement.
- Work cooperatively with instructional staff in curriculum development, in implementation, and in instructional effectiveness.
- Evaluate and make recommendations for classroom instructional improvements
- Implement and monitor the progress of the instructional improvement plans/90-day plans to address the at-risk population.
- Supervise all testing programs at the school.
- Implement and monitor the school Title I plan and all activities.
- Organize, monitor, and supervise the work of all Professional Learning Committees at school site.
- Appoint individuals to committees in a consistent and timely manner.
- Assist in the development of and implement plan to reduce chronic absenteeism.
- Coordinate school plan to provide emotional/social supports for students.
- Provide professional leadership to organize, administer, supervise, and evaluate a creative school program.
- Provide and maintain an environment where optional student growth can take place.
- Establish a Culture for Learning to include Expectations for learning and achievement.

- Encourage classroom practices that provide opportunities for all students to achieve their academic potential.
 - Create an Environment of Respect and Rapport.
 - Carry out actions necessary to establish, maintain, and enforce discipline at the school site.
 - Carry out actions necessary to maintain attendance records, attendance information, and attendance follow-up. Responsible for any reports relevant to attendance and or discipline.
 - Be present at school activities, sports events, and school functions when necessary, unless other provisions are made.
 - Responsible for building inventories and keeping all records current.
 - Supervise school site to include school grounds and parking areas.
 - Supervises student discipline and deals with special discipline problems as necessary.
 - Assist with school bus discipline and maintaining contact with drivers.
 - Ensure that all school programs and activities conform to district guidelines.
 - Keep records and prepare reports required by District policy.
 - Follow policies and administrative rules and regulations.
 - Communicate effectively with all members of the school district and community.
 - Maintain effective communication with school community.
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- Supervises preparation of class schedules, duty schedules, and scheduling of extra-curricular activities
 - Works with provides direction for PTO, Advisory Committees, etc.
 - Effectively manages the annual budget for assigned school site
 - Supervises requesting of supplies and equipment.
 - Conducts inventories and maintains records of equipment and accounts for school district properties assigned to the school site.
 - Works collaboratively with the Chief Academic Officer in setting and reporting information related to educational goals.
 - Involves staff in development and implementation of program goals.
 - Provides an atmosphere, which promotes communication among faculty, staff, students, parents, and community stakeholders and promotes a mutual understanding of concerns and opinions of each group.
 - Provides reports required by the superintendent and District administrative staff.
 - Maintains up-to-date records and monitors student eligibility for extra-curricular activities and sports according to board policy.
 - Supervises compliance required in relation to public school attendance code.
 - Performs such other relevant tasks as may be assigned.
 - Agrees to fulfill performance responsibilities in location(s) assigned.
 - Communicate with families or individuals about the instructional program, about individual students, and engagement of families in the instructional program.
 - Communicate with students to include expectations for learning, directions for activities, and explanation of content.
 - Plan for maximum use of personnel assigned to the school.
 - Interviews and makes recommendations to the Chief Human Resources Officer regarding personnel.
 - Assigns and provides orientation to new staff.
 - React to change productively.
 - Execute district policy as set forth by the Board of Education and delegated by the Superintendent.
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- Complies with and enforces local, state, and federal regulations.

- Performs such other relevant tasks as may be assigned.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Machines, Tools, and Equipment

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed. (Various machines and equipment including but not limited to computer, iPad, printer, scanner, copier, etc.)

Safety and Health

Knowledge of universal hygiene precautions (blood-borne pathogens, body fluids, etc.)

Worker Traits and Aptitudes

- Adaptability to perform required tasks in a complex office operation with multiple demands from several sources.?
- Requires the ability to read a variety of correspondence, reports, forms, statements, etc.?
- Requires the ability to prepare correspondence, reports, forms, evaluations, statements, etc. using prescribed formats.?
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.?
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.?
- Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, personnel, and governmental terminology.?
- Requires the ability to deal with people beyond giving and receiving instructions.?
- Must be adaptable to performing under stress and when confronted with emergency situations.?

Physical Requirements

Walking, standing, sitting, bending, kneeling and squatting, climbing stairs, speaking and listening, reaching with hands and arms, having full mobility of fingers/hands to finger, handle or feel, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, carrying, lifting, and moving up to 25 pounds and/or moving light furniture may be required.

Reasonable (ADA) accommodations may be made to enable individuals with disabilities to perform the essential functions if mutually agreed on and if those accommodations do not create an undue hardship upon the district.??

Working Conditions

Mental Demands/Physical Demands/Environmental Factors:

1. Maintain emotional control under stress, work with frequent interruptions.
1. Some districtwide and statewide travel.
1. Occasional and prolonged and irregular working hours.

Work Environment

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After-hour work may be required. May make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment

Salary and work year according to current schedule

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional administrative personnel.

Revised March 2024