

Eunice Public Schools

Job Description

Position: Secondary School Principal

Supervisor: Superintendent of Schools

General Job Description: Provide Instructional Leadership in the educational development of the students attending Eunice Public Schools.

Qualifications

1. New Mexico Administrators Certification for the Appropriate Level
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Must be able to pass employment verification and background check.

Essential Duties and Responsibilities

1. Provides instructional leadership in developing and implementing educational programs designed to meet the needs of all students.
2. Assures implementation of the Common Core State Standards and district curriculum.
3. Maintains the School Education Plan for Student Success [EPSS].
4. Creates a site-based assessment calendar and supervises all state and district required assessments in accordance with the NMPED assessment calendar.
5. Develops site improvement plans.
6. Develops and communicates site goals.
7. Coordinates professional development activities for faculty and staff.
8. Implements and promotes district policy, procedures, and initiatives.
9. Develops teacher and student handbook.
10. Submits reports to appropriate administrators as requested in a timely manner.
11. Coordinates parent, faculty and student groups to enhance educational programs and activities.
12. Supervises and evaluates personnel in accordance with NMPED.
13. Coach staff for improved performance.
14. Assists in the recruitment, selection, retention, promotion and assignment of personnel.
15. Establishes and updates site crisis plan and exercises decisive leadership in crisis situations.
16. Manages student data systems.
17. Coordinates with appropriate child nutrition personnel to identify student eligibility for federal programs.

18. Supervises adoption of all course offerings, textbooks and instructional materials.
19. Prepares the master/student schedule.
20. Supervises or assigns a qualified staff member for all school activities.
21. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
22. Manages budgets according to instructional needs.
23. Approves all requisitions and work orders for the site.
24. Assists in coordination of transportation, custodial, cafeteria and other support services.
25. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
26. Participates in Individualized Educational Plan (IEP) conferences as needed.
27. Performs other duties as assigned by the supervisor.
28. Promotes collaborative and positive school culture through relations with faculty, families, students, and community members.
29. Promotes environment where principals and faculty are visible and accessible to students, family, and community members.
30. Utilizes and promotes the use of technology at all levels.
31. Manages facility (i.e. building is clean and well organized and district policies are followed).
32. Leads the improvement of student achievement through faculty collaboration.
33. Maintains confidentiality.
34. Abides by all district, state and federal laws, policies and procedures.
35. Requisitions for textbooks, supplies, and equipment and maintains appropriate receipts and records.
36. Approves all additions and deletions to the site inventory and submits all inventory changes to the inventory clerk.

Evaluation

Job performance will be evaluated annually by the Superintendent of Schools.

Physical Requirements

1. Ability to continuously stand and walk.
2. Ability to bend, climb stairs, and lift frequently.
3. Ability to lift up to ten pounds frequently.