



Job Opportunity

Secondary School Principal

PAY GRADE:	Administrator Salary Schedule
FLSA:	Exempt
SUPERVISOR:	Superintendent
TERMS OF EMPLOYMENT:	200 days per year. Works on-site according to designated schedule.

Deadline to apply is May 9, 11:59 p.m.

SUMMARY:

The Principal is the educational leader at the school and creates and maintains a positive, safe, and high-standards learning environment, supervising building faculty and staff, and managing all resources in accordance with the District's mission, goals and policies. S/he provides effective evaluation and professional coaching to instructional and support staff; and develops and implements professional learning communities. The principal collaborates and works closely with other administrators, staff, students, and the public in addressing and meeting the educational needs and goals of the District and community stakeholders.

MINIMUM QUALIFICATIONS:

Possess a Master's degree or higher from an accredited college or university. Holds a valid Idaho Administrator Certificate endorsed School Principal Pre-K-12 or Superintendent Pre-K-12 or the ability to obtain by the start of the school year. Minimum of three years administrative experience supervising instructional programming and staff. Strong leadership capabilities a must. Prior experience handling student management and behavioral issues with dignity, respect and proper interpretation of District policies and procedures. Valid driver's license and reliable transportation required. Spanish language skills or bilingualism preferred.



DEPARTMENT OF HUMAN RESOURCES

118 W. Bullion St., Hailey, ID, 83333 | www.blaineschools.org | ph: (208) 578-5000 | fx: (208) 578-5110

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(This list of essential duties is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not necessarily list all possible duties that may be assigned.)

- Leads the creation, implementation and support of a unifying vision for the school.
- Supervises and evaluates instructional practices with high expectations for teaching and learning.
- Effectively leads continuous improvement processes that result in school-wide improved student learning.
- Prioritizes and uses fiscal resources, time and expertise to address identified school needs.
- Contributes meaningfully to the District Leadership Team through collaboration and professional contributions.
- Leads and supports engagement with parents and community groups.
- Maintains a high degree of visibility in classrooms, common school areas, and at school events.
- Communicates, mediates and problem solves with students, staff, parents and the community.
- Leads and supports an effective student discipline system.
- Responsible for the continued evaluation of educational programs, in alignment with the District's mission, goals, and objectives.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Responsible for understanding and interpreting BCSD policy and procedures, master contract, and State Board of Education rules and regulations.
- Inspires school spirit and advocates for the school in the District and community.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Knowledge of principles and procedures for personnel recruitment, selection, training and personnel information systems. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation. Ability to read and write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and the general public. Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students. Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents. Ability to perform duties in accordance with Board of Education policies.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

The Blaine County School District No. 61 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Blaine County School District No. 61 will provide reasonable accommodations to qualified individuals with disabilities. Preference will be given to qualified veterans pursuant to Idaho Code 65-603, et seq. The Blaine County School District No. 61 is a drug, alcohol, and tobacco-free environment.



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