



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Secondary Principal
Payroll/Personnel Type:	11.5 Month
Reports to:	Network Superintendent

Position Summary:

The principal: performs duties required to direct and coordinate educational, administrative, and counseling activities of a traditional, blended, hybrid, or virtual school community, including general supervision of all employees assigned to that school; reports to the Network Superintendent; and is responsible for the achievement of school goals. Some of the most important goals include, but are not limited to:

- Maintain safe, secure, and supportive culturally-responsive learning environment for students
- Maintain instructional programs and procedures appropriate for a virtual, blended, hybrid, or traditional learning environment in support of increased academic performance for all students
- Increase and sustain the utilization of technology and technology strategies to support student learning
- Increase and sustain improvement in student state assessment scores and national standardized test scores in the core subject areas of reading, mathematics, science, and social studies
- Increase student and staff attendance rates
- Increase student academic proficiency as evidenced by mastery of district and state curriculum learning standards in course work and on district-wide common formative and summative assessments.
- Increase graduation rates and course completion rates while decreasing discipline referrals and suspension rates
- Maintain visible parent and community participation in school processes and activities
- Ensure high level of satisfaction, sense of belonging, and professionalism with and among all staff

Essential Functions:

In order to achieve the above goals, the principal performs the activities listed below:

School Culture

- Create a quality school improvement plan that focuses on teaching and learning goals and expectations for high academic expectations and outcomes for all students
- Observe instruction and student culture to determine high-leverage action steps for teachers and provide coaching in order to facilitate continuous growth in management and instruction
- Supervise, assess, and evaluate all components of the instructional process, including regular teacher evaluations
- Develop, evaluate, and coordinate school objectives and educational programs to ensure conformance to appropriate standards and achievement of goals
- Use data to determine and develop professional development for whole staff, small group, and individual professional growth
- Develops positive student and staff rapport and maintain visibility throughout school while establishing a climate of belonging, respect, and high expectations for all



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Academic Leadership

- Motivate and mobilize staff toward fulfilling the school vision, strategy, and goals of increasing measurable student performance across content areas
- Demonstrate a deep knowledge of reading and literacy skills and strategies pivotal to student academic success across content areas
- Develop new school-level policies, procedures, and guidelines as needed
- Develop and implement plans to ensure regular attendance by staff and students
- Lead school team via coaching, professional development, management, and evaluation to implement a culture of high academic expectations and outcomes for all students
- Build and implement school-wide systems to support a culture of high expectations, including student-level, class-level, and school-level routines procedures
- Demonstrate deep content knowledge about school climate and student culture, including discipline, trauma-informed approaches, and culturally-responsive practices
- Use data to ensure all students receive equitable supports
- Partner with teachers, students, and parents to identify and plan corrective action for educational, attendance, and behavioral issues
- Hold and model the belief that all students can reach ambitious goals
- Set and achieve ambitious goals to ensure all students are prepared for the next level of learning

Community and Relationship-Building

- Establish and maintain relationships with other schools, organizations, and district departments to coordinate services
- Engage families and the community in school processes and develop a comprehensive school communication strategy inclusive of families and community members
- Demonstrate awareness and respond appropriately to on-going national, regional and local changes that may affect the school environment and operations: social, economic, legal and/or cultural in nature
- Serve as liaison between the school and local law enforcement and social service agencies

Management and Operations

- Develop a recruitment plan to ensure sustainability and growth of student population
- Organize and administer the school in conformance with the policies of the Board of Education and administrative guidelines of the Superintendent of Schools
- Plan, supervise, direct, and manage the daily operation of the school in conformance with local, state, and federal law and in conformance with district policies, procedures, and guidelines
- Supervise all school personnel, directly or indirectly, to include training, analyzing and resolving work problems, and assisting in solving work problems
- Collaborate with human resources staff to select and retain staff
- Plan and prepare the school budget to ensure appropriate funding is obtained and monitor expenditures to ensure budget compliance
- Monitor volunteer programs where beneficial to the school
- Ensure appropriate supervision of extracurricular activities during and outside the regular school day
- Collaborate with facilities staff to ensure proper maintenance and safety of the school building and grounds

- Perform other duties or special projects as assigned or as needed to ensure the safe and efficient operation of the school

Knowledge, Skills, and Abilities:

- Collaborate with others to create a compelling shared vision, strategies, and goals for school success
- Communicate effectively and persuasively in writing, in one-on-one communications, in meetings, and in large group presentations
- Collaborate effectively with organizations in the community and relate to the public in a positive and constructive manner (e.g., parents, interest groups, supporters, government agencies)
- Use a data-driven approach to assess and make decisions for improving student achievement, employee performance, and school operations
- Establish and manage projects to successful completion
- Demonstrate effective talent management practices, including: selection, staffing, supervision, performance appraisal, performance recognition, staff development and promotion
- Lead change initiatives that ensure sustainability
- Establish and maintain effective working relationships
- Demonstrate critical thinking skills when reviewing data and addressing issues that involve both abstract and concrete variables
- Surface problems, initiate action, and solve problems in a timely manner
- Ensure equity among programs and learning opportunities for staff, students, and parents
- Demonstrate appreciation for and sensitivity to diversity
- Ensure effective performance management and staff development practices for all school staff are in place
- Demonstrate initiative and follow-through of own professional development plans
- Demonstrate emotional intelligence, integrity, fairness, and ethical behavior
- Execute all school-related policies, procedures, and guidelines
- Execute all school-related legal requirements
- Exhibit strong knowledge of auxiliary programs, processes and needs (e.g., transportation, food services, maintenance, and facilities' management)
- Exhibit knowledge of school, federal, state and local fiscal management policies and practices
- Value behaviors, traditions etc. associated with different cultures
- Exhibit knowledge of state, federal and board guidelines related to curriculum development
- Utilize modern office practices, procedures, and equipment

Experience:

- Minimum of four full years of experience as a full-time educator in a PreK-12 setting
- Minimum of three years of experience providing formal instructional coaching supervision to educators in a PreK-12 setting (preferred)

Education:



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- Master's Degree in Education
- Valid school administrator license in the state of Missouri or transferable license
- To be offered a contract as a principal with SLPS, candidates must have a full, valid and/or transferrable administrator license when applying. Candidates who will be eligible for a MO administrator license on or before July 1 are encouraged to apply and may be considered on a case-by-case basis contingent upon licensure

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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