



JOB TITLE	DEPARTMENT	REPORTS TO
Principal Coach	Operation	Deputy Superintendent

<b>Position No:</b> 72009	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> QZ3	<b>Date Approved:</b> 1/14/14
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 2/3/15

JOB GOAL

MINIMUM QUALIFICATIONS
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1. Certification in Administration and Supervision, Educational Leadership or School Principal.
2. Minimum of five (5) years successful experience as a school principal.
3. Demonstrated ability to provide leadership in implementing instructional programs and school improvement initiatives.
4. Evidence of excellent communication skills.
5. Evidence of skill in critical thinking, problem solving and analysis of data.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. Mentor and coach principals and other school-based administrators.
2. Conduct frequent on-site visits to schools and make recommendations to the principals regarding improvements or needs.
3. Assist principals in ensuring that schools meet district and school improvement plan goals and objectives and that school goals are aligned with those of the district.
4. Provide support to the principals in the planning and implementation of school improvement initiatives through the use of data analysis and the development of strategies to enhance progress toward school and system based objectives.
5. Assist principals in developing and implementing challenging and engaging work for every student (core business of schools).
6. Recommend improvements to principals regarding program operation, discipline, staffing patterns, budget matters and facility maintenance.
7. Assist principals in identifying personnel with leadership potential and work with principals to mentor those individuals.
8. Assist principals with the induction process.
9. Assist principals in establishing and maintaining positive relationships with parents, community members, civic organizations, and other stakeholders:
10. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or designee.

PHYSICAL DEMAND CLASS:
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Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.