

**HIGLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Principal - Elementary

DEPARTMENT: Various School Sites
SUPERVISION RECEIVED: Superintendent
SUPERVISION GIVEN: Site-Level Classified and Certified Staff

TERM OF EMPLOYMENT

Full-Time Position – 12 Months Administrative

SALARY CLASSIFICATION

Appropriate salary placement on the Administrative Salary Schedule

EVALUATION

Performance of this job will be evaluated by the Superintendent according to district policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support HUSD Vision, Mission and Goals.
- Reporting to the Assistant Superintendent, the Principal directs and coordinates educational, administrative and counseling activities of a K-6 school.
- Develops and evaluates educational programs to ensure conformance to state and governing board standards.
- Confers with teachers, students and parents concerning education and/or behavioral difficulty.

QUALIFICATIONS AND REQUIREMENTS

- Master's degree in Education from an accredited college or university.
- State of Arizona Principal's Certification.
- Minimum 6 years teaching experience and prefer experience as an elementary or middle school principal.
- Knowledge of elementary school curriculum, special education and Arizona State Education Laws.
- Experience in staff selection, assignment, orientation, and performance evaluation in accordance with state law and district policy.
- Competent decision maker with excellent leadership skills.
- Proficient communicator with excellent interpersonal skills in dealing with all levels of district staff and with a diverse community.
- Experience working with Microsoft Office. Knowledgeable of student records management software.
- No convictions for felonies or crimes against children.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, bend, and sit. The employee is occasionally required to climb or balance and stoop or kneel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.