

May 1, 2018



GRAND COUNTY SCHOOL DISTRICT

Middle School Principal

What Does Grand have to offer:

- [Outdoor Adventure](#)
- [Fabulous Restaurants](#)
- Incredible Weather
- [2 National Parks](#)
- [A Great Community](#)



Grand County School District is looking for exceptional educators. We currently have a Principal position open at the MS for the 2018-2019 school year. If you would like to begin your adventure in one of the most sought after outdoor meccas in the world, then consider the only Utah destination where you can experience two of The Mighty 5th National Parks from one convenient location. Visitors from around the world come to the town of Moab to experience sunrise over the towering depths of Canyonlands National Park and then follow it up with sunset in the otherworldly red rock landscape of Arches National Park. Moab's year-round access to thousands of square miles of amazing red rock landscapes, along with the cool waters of the Colorado

River, has made it one of the most sought-after outdoor recreation destinations in the American Southwest. Live where you play!

Job Qualifications:

*See attached information

Salary Range:

[GCSD Salary Schedule Link](#)

Apply: Submit application to:

Grand County School District
264 S. 400 E.
Moab UT 84532

Applications available on line:

www.grandschools.org or at the District Office



If Interested contact Susan Feichko at 435-259-5317

feichkos@grandschools.org



PRINCIPAL

JOB SUMMARY: Under the direction of the Superintendent supervises all licensed/classified staff pertaining to his/her designated building. Works to use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

ESSENTIAL FUNCTIONS*

1. Establish and maintain an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet specific needs of the school.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the school's budgetary requests, and monitors expenditures of funds in a timely manner.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
8. Works with various members of the central administrative staff on school problems of more than in school import, such as transportation, special services, and the like.
9. Keeps supervisor informed of events/activities of an unusual nature as well as routine matters related to the supervisor's accountability.
10. Interprets and enforces district policies and administrative regulations.
11. Maintains active relationships with students/parents.
12. Budgets school time to provide for the efficient conduct of school instruction and business.
13. Supervises the school's educational program.
14. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
15. Programs classes within established guides to meet student needs.
16. Assists in the development, revisions, and evaluation of the curriculum.
17. Supervises the guidance program to enhance individual student education and development
18. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
19. Promotes and supports interdisciplinary instructional activities.
20. Follows District established guides for proper student conduct and maintaining student discipline.
21. Works with staff and students to provide a safe learning environment and work place.
22. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
23. Maintains and controls the various local funds generated by student activities.
24. Supervises the maintenance of accurate records on the progress and attendance of students.
25. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
26. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
27. Facilitates and encourages professional growth among the staff.
28. 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.
29. Empowers staff members.
30. Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
31. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school building staff.
32. Supervision of the school's instructional process.

33. Oversees the school's State mandated testing requirements, including the assessment of results with staff for future school improvement.
34. Oversees the development of the master teaching schedule.
35. Orients newly assigned staff members and assists in their development, as appropriate.
36. Evaluates and counsels all (professional) staff members regarding their individual and group performance.
37. Conducts meetings of the staff as necessary for the proper functioning of the school.
38. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
39. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
40. Makes arrangements for special conferences between parents and teachers.
41. Assumes responsibility for the safety and administration of the school plant.
42. Supervises the daily use of the school facilities for both academic and non-academic purposes.
43. Plans and supervises fire drills and an emergency preparedness program.
44. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
45. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
46. Supervises all activities and programs that are outgrowths of the school's curriculum.
47. Supervises and evaluates the school's extracurricular program.
48. Participates in principals' meetings, and such other meetings as are required or appropriate.
49. Serves as an ex officio member of all committees and councils within his/her school.
50. Cooperates with college/university officials regarding teacher training and preparation.
51. Responds to written and oral requests for information.
52. Assumes responsibility for all official school correspondence and news releases.
53. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
54. Serves as a member of such committees and attends such meetings as directed to by the superintendent.
55. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

MARGINAL FUNCTIONS*

1. Performs other job duties as required.

REQUIRED KNOWLEDGE, SKILLS,& ABILITIES NECESSARY TO PERFORMANCE OF ESSENTIAL FUNCTIONS:

1. Possess problem solving skills.
2. Establish and maintain effective working relationships with students, school staff, district staff, and patrons.
3. Communicates effectively.
4. Knowledge of State Core Curriculum and Board of Education adopted guidelines.

REQUIRED EDUCATION AND TRAINING FOR ESSENTIAL FUNCTIONS:

1. Valid Utah administrative license.