Hazelwood School District

Principal-Spanish Language Program-Jamestown-(2024-2025 School year)-Position effective, July 01, 2024 (9649)

JOB POSTING

Job Details

Posting ID

9649

Title

Principal-Spanish Language Program-Jamestown-(2024-2025 School year)-Position

effective, July 01, 2024

Description

Position and Title: Elementary Principal

Reports to: Assistant Superintendent

Position Summary: Under the general supervision of the Assistant Superintendent, serves as the chief administrator of the school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member. Supervises and assigns assistant principals, teachers, counselors, and auxiliary personnel employed in the school. Provides educational leadership to effectively develop and present the best possible educational programs, to ensure that each student enrolled receives the best educational experience the school can provide.

Essential Functions

- 1. Serves as instructional leader for the school and moves schools toward continuous academic improvement.
- 2. Records, tracks, and facilitates increased student achievement.
- 3. Experience working with diverse populations.
- 4. Evaluates, encourages and recommends improvement regarding the instructional program in an elementary school; initiates programs, activities and events- original or innovative in nature.
- 5. Keeps their supervisor informed of developments in their assigned schools.
- Formulates objectives in support of District philosophy and objectives; supervises development of the schedule for the program of studies and grade reporting system.
- 7. Directs instructional programs to meet the individual needs of each student, regardless of their academic standings.
- 8. Selects and assigns certificated and support staff; makes teaching and duty assignments appropriate to the employees' certification and talents; schedules and conducts faculty meetings.
- 9. Supervises the evaluation of personnel under their direction.
- 10. Takes an active role in disciplinary actions involving students that demand their personal attention.
- 11. Evaluates activity programs improvement and maximum participation; supervises the direction of an extensive after-school and evening activity program.
- 12. Directs a program organized to aid the student in transition from early childhood programs to elementary school.
- 13. Prepares a monthly accountability report and meets with supervisor for review and feedback.
- 14. Supervises the development of an annual budget for the educational program of the school and authorizes expenditures.
- 15. Devises a School Improvement Plan (SIP) based on the educational needs of the student body and presents the plan to the Superintendent and Board of Education.
- 16. Prepares an annual report for the Assistant Superintendent and Superintendent.
- 17. Coordinates administrative operation of the school; gives initial approval to budgeted expenditures.
- 18. Continuously evaluates school sponsored activities, including those occurring before and after normal school hours.
- 19. Cooperatively plans and implements a program conducive to the overall objectives of the District.

- 20. Participates in the process to alleviate staff grievances.
- 21. Supervises student records and personally prepares or supervises the preparation of reports requested by outside agencies or District supervisory personnel.

Marginal Functions

- 1. Attends District administrative meetings, as required.
- 2. Prepares handbooks, schedules and materials for opening of school in the Fall.
- 3. Participates in professional activities designed to enhance competency.

Physical/Visual Activities or Demands that are commonly associated with the performance of the functions of this job

- 1. Standing, walking, sitting, reaching, talking, hearing.
- 2. Normal attention with clarity of vision at 20 inches or less as well as 20 feet or more and field of vision that can be seen up and down or to right or left while fixed on point, required.
- 3. Light physical demand with regular lifting of very light to light (1 to 25 lbs.) items by hand.

Qualifications

- Minimum of Master's Degree in education from an accredited institution of higher education.
- 2. Principal's certificate issued by the Missouri Department of Elementary and Secondary Education or certificate pending completion of Assessment Center. This certificate must cover appropriate grade levels of the campus assignment. This requirement must be met before commencement of contract.
- 3. At least 5 years of successful elementary classroom teaching experience.
- 4. Successful administrative/supervisory experience.
- 5. Training and practical experience in instructional management, effective teaching models, curriculum development, implementation and evaluation.
- 6. Ability and personality necessary to work effectively with colleagues, students, parents, and other individuals, as well as formal and informal groups and organizations.
- 7. Possesses positive, effective people skills.

Skills and Abilities which may be representative but not all inclusive of those commonly associated with this position.

- 1. Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.
- 2. Computational abilities for all common necessary mathematical functions.
- 3. Perform reading, writing, and speaking at an advanced level.
- 4. Ability and personality necessary to work effectively with colleagues, parents, other individuals, unions, community and school groups and organizations.
- 5. Must demonstrate positive, effective "people skills".
- 6. The position requires literate level skills in Spanish speaking and writing.

Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position:

- Computer and related software.
- Microsoft and Google proficiency.

Period of Employment

• Contractual period of employment is 12 months. The position is effective July 1, 2024.

Salary:

• Based on 2023-2024 administrator salary schedule (plus \$2,000.00 stipend for doctorate)

POSITION OPEN UNTIL FILLED.

Shift Type Full-Time Salary Range \$109,294.00 to \$153,305.00

Salary Code Per Contract Period Job Category Campus Administrator

External Job Administrator Internal Job Administrator

Application Application

Location Jamestown Elementary School Posting Status
Minimum
Qualifications

Job Application Timeframes

Internal Start Date 12/06/2023 General Start Date 12/06/2023

Internal End Date General End Date

Job Pools

Screening

Pool Name Quantity Requisition ID Requisition

Title

Default 1

Alternate Job Contact

Name Keith Alan Bausman Title Assistant Superintendent of

Human Resources

Active

Location Administration Building Phone (314) 309-5818

Email kbausman@hazelwoodschools.org

References

Automatically Send Yes Reference Check Certified Survey

Reference Check Form