



Job Title: **Director of School Principals**

Department: **School Performance and Operations**

Supervisor: **Assistant Superintendent of School Performance**

Lane Placement: **Administrative Lane 7**

Schedule: **8 hrs / 242 days**      Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

## JOB DESCRIPTION

A Director of School Principals provides direct supervision and visionary leadership to principals through effective feedback, knowledge of policies and programs, and collaboration with other District departments. This position supports and assists school level administrators to ensure Canyons School District students are ready to meet the challenges in a competitive global economy by setting high standards with appropriate scaffolding so that all students are ready for careers and college.

## ESSENTIAL FUNCTIONS

- Supervise, evaluate, and support principals in accordance with the Utah Leadership Standards and CSD Board of Education goals, policies and guidelines.
- Prepare and present reports and recommendations to the Board of Education under the direction of the Superintendent or his designee.
- Respond to parent, patron, and community concerns regarding designated schools.
- Provide professional leadership in educational matters and effectively use parents, community volunteers and ad hoc parent advisory committees to advise district wide programs, and support a systematic approach to public relations and communications with the community and district employees.
- Provide leadership, support, and direction in implementing policies regarding school personnel with the assistance of the Human Resources Department, as necessary to ensure compliance with policies, state and federal statutes and regulations, and District evaluations.
- Oversee budget allocations and expenditures to provide fiscal accountability in the schools of assigned administrative area and give input into regarding the District budget.
- Ensure the implementation of policies, guidelines and procedures for effective utilization of physical facilities of schools in assigned administrative areas.
- Provide leadership and direction in the planning and development of future facilities and sites in which district-wide educational specifications are incorporated.
- Provide leadership and direction in all matters relating to educational programs and evidence-based practices, including:
  - Effective analysis of data to evaluate school improvement plans.
  - Keeping abreast of research and developments in curriculum and instruction.
  - Determining educational needs of the District and individual schools.
  - Coordinate programs based upon established needs.
  - Supervise the implementation of instructional programs.
  - Monitor the effectiveness of instructional program.
- Collaborate with District personnel to collaboratively evaluate and implement district wide programs and activities as assigned.
- Provide input into the District system for assessing and reporting pupil progress to parents.

- Coach and advise schools in the implementation of positive behavior interventions and supports in order to educate students regarding proper behavior, maintain a safe and orderly environment, and when necessary, to implement consequences equitably across the District.
- Support District efforts to establish liaison with the community agencies providing services to families and children.
- Assist the Superintendent of Schools as a District liaison with the Utah State Office of Education when requested.
- Predictable and reliable attendance.

### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### QUALIFICATION REQUIREMENTS

- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory (K-12)".
- Requires a Master's Degree from an accredited college or university.
- Requires significant knowledge of the vision, mission, tenets, policies, and operational procedures of Canyons School District.
- Is flexible and able to work in a fast-paced environment, and skilled at directing tasks and assignments with well-educated, opinionated and outgoing personalities.
- Ability to effectively work with members of the Board of Education in a timely, appropriate, and confidential manner.
- Must possess high degree of patience, dignity, and sensitivity. Attention to detail is imperative.
- Must have advanced written and verbal communication skills.
- Excellent computer skills with word processing applications (e.g. Word, Excel, Powerpoint, etc.).
- Multiple years' experience as a successful principal.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Ability to supervise and lead employees effectively.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level.
- Requires a valid driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear.
- The employee is occasionally required to use hands, fingers, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires ability to operate motor vehicles.
- Great mental effort is required due to daily pressure resulting from adverse interactions with the public, frequent deadlines, and the demands of the job.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019