

## Dublin City Schools Administrative Position Opening

Date: July 13, 2017  
Position: High School Principal  
District: Dublin City Schools  
Building: Emerald Parkway Innovation Center (EPIC)  
Grades: 9-12  
Salary: Administrative Salary Schedule  
Effective Date: August 1, 2017  
Deadline: Until Filled

Job Description still in DRAFT form:

### **QUALIFICATIONS:**

1. A Master's Degree or higher in secondary educational administration.
2. A valid administrative certificate.
3. A minimum of three years experience as a teacher or administrator.

### **Special Knowledge Skills:**

1. Knowledge and understanding of college transition and college readiness resources, research, work, and standards.
2. Excellent communication skills.
3. Skilled with negotiations, problem solving and conflict resolution.
4. Knowledge and understanding of college and career readiness model.
5. Strong knowledge of curriculum and instruction.
6. Working knowledge of state and district policies and rules.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Curriculum and Instructional Management**

1. Plans, develops, coordinates, evaluates and supervises instructional programs.
2. Supports instructional programs, academic supports and relationships that address the needs of special populations, such as ELL, Special Ed.
3. Creates a clear plan for assessing and tracking college and career readiness for all students.
4. Monitors lesson planning and delivery to ensure the alignment of curriculum, instruction and assessment, as well as ensuring that lessons meet DCS objectives, college readiness standards and individual student needs.
5. Researches and incorporates established best practices for DCS instruction including differentiated and accelerated instruction, rigorous curriculum and strong academic support programs.
6. Fosters collaboration between DCS and educational partners for the purposes of improved instruction and curriculum alignment.

## **School / Organizational Culture**

1. Promotes a college and career readiness culture that:
  - Promotes behavioral expectations and persistence through high school
  - Promotes skills and awareness to succeed in college and career
2. Demonstrates awareness of school/community needs and initiate activities to meet those needs.
3. Insures student safety and welfare.
4. Advances school culture that is aligned to school mission, vision and DCS best practices.

## **Administrative Management**

1. Researches and procures grants for expanded student support services, school sustainability, high quality professional development and other continuous improvement programs.
2. Manages and tracks all budgetary expenditures for school operations and sustainability.
3. Develops and implements a plan for growth of students, programs, and operations.

## **Partnership with District, State, Community, Workforce**

1. Maintains positive and collaborative relationships within the district and school board.
2. Establishes effective communication processes and positive connections with all high school administrators and counselors.
3. Effectively interprets, communicates, and implements district, state, and federal guidelines.
4. Coordinates college/community outreach programs.
5. Fosters feedback and collaboration with workforce partners to support student opportunities.
6. Fosters feedback and collaboration with parent and community partners to support the students and school.
7. Maintains positive and collaborative relationships with local businesses and key stakeholders, with the goal of continued growth and opportunities for students.

## **Continuous Evaluation and Improvement**

1. Establishes procedures for continuous improvement in alignment with school mission.
2. Maintains accurate, up-to-date records and data.
3. Designs, implements, and maintains a regular student assessment program to track student college and career readiness and higher education course success.
4. Evaluates and continuously improves staff and faculty professional development effectiveness.
5. Evaluates and improves instructional program effectiveness to ensure rigor, support and student progress to college and career coursework.
6. Reviews, interprets, and uses data to understand and improve school and student success.

### **Personnel Management and Leadership**

1. Maintains appropriate staffing for efficient operation and school success.
2. Clearly communicates expectations to all staff.
3. Models lifelong learning, professionalism and ethics.
4. Provides leadership that fosters professional growth of the staff.
5. Demonstrates leadership that fosters collaboration with staff.
6. Demonstrates leadership that fosters collaboration between staff members.
7. Resolves conflicts, obstacles and other issues for staff.
8. Establishes and supervises implementation of operation procedures and standards.
9. Develops and implements staff training procedures to enhance positive school culture and communicates procedures.
10. Delegates responsibilities and assignments fairly and effectively.
11. Demonstrates leadership that fosters staff collaboration.

### **Student Management and Leadership**

1. Models lifelong learning, professionalism and ethics.
2. Establishes and implements clear, vigilant and consistent expectations for behavior and discipline.

3. Establishes and implements clear and consistent expectations for attendance.
4. Ensures recruitment materials and school information has reached the entire audience of potential DCS students, parents, teachers and principals.
5. Creates complete and fair admissions procedures.
6. Works with partners to create student activities and opportunities such as clubs, internships, extra-curricular activities, etc.
7. Aligns and continuously improves instructional programs and student support services with student needs.

*The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*

**Apply Online:** [www.dublinschools.net/administrative.aspx](http://www.dublinschools.net/administrative.aspx)

- Complete the online application including at least six references with contact information.
- Questions – Bryan Buoni email at [buoni\\_bryan@dublinschools.net](mailto:buoni_bryan@dublinschools.net)