

Principal, Elementary, Middle, or High School

Position Details

Job Code: U7020

Reference Code: A816

Division/Unit: Teaching and Learning

Classification: Licensed Administrator

Terms of Employment: [Step 41 – 45 \(depending upon assignment\) of the Unified Administrative Salary Schedule, 11 - 12 Months \(depending upon assignment\)](#)

FLSA STATUS: EXEMPT

Position Summary

The Clark County School District (CCSD) is seeking outstanding K-12 principal candidates with visionary leadership and strong administrative skills to work collaboratively with their school community to establish, execute, and fulfill their vision to accelerate learning for all students.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establishes and/or maintains a School Organizational Team (SOT), which must include parents/guardians, students, licensed, administrative, and support professional personnel, in accordance with Nevada Administrative Code (NAC) Chapter 388G.
2. Leads diverse staff, student body, and the community in development and implementation of building-level goals focused on the improvement of student learning.
3. Establishes building-level priorities in the context of community and CCSD priorities and student/staff needs through the SOT.

4. Plans and develops the school strategic budget with input from the SOT, allocates and adjusts fiscal and material resources; ensuring resources are aligned with student achievement data to target services, and supports school improvement.
5. Takes responsibility for improving school outcomes and implementing initiatives to accomplish sustainable results by adopting various approaches and engaging a variety of stakeholders to support school goals.
6. Leads the supervision and evaluation process for teachers and administrators in alignment with the Nevada Educator Performance Framework (NEPF) Evaluation System.
7. Conducts frequent classroom observations with actionable feedback conversations in alignment with the NEPF Teacher Professional Responsibilities Standards and Indicators to promote reflection and growth.
8. Models and establishes clear and high expectations for all students and staff members.
9. Engages in professional, respectful, transparent, and honest communication and interactions with all stakeholders.
10. Provides and/or facilitates training of staff regarding the most effective practices that lead to higher student achievement regardless of race, ethnicity, socioeconomic status, or prior academic achievement.
11. Develops strategies in alignment with the Pledge of Achievement and the CCSD Scorecard.
12. Analyzes and interprets school-level data; works with staff to develop school performance plans that improve student academic growth and ensures the alignment of the curriculum, instruction, and assessment to promote continuous school improvement.
13. Interprets and implements CCSD policies and regulations, statutes, laws, and collective bargaining agreements (CBAs).
14. Leads staff in development and implementation of CCSD and building-level goals relating to cultural competency and student learning.
15. Responsible and accountable for appropriately managing all site-based contracting, purchasing, risk management, and legal matters.
16. Establishes a school climate that promotes equal opportunities for all students, positive conduct and attitudes, and values; accepts responsibility for the attendance, conduct, health, and safety of students.
17. Responsible for the selection, professional growth, training, assignment, discipline, supervision, and reassignment of all staff.
18. Engages staff in the development of professional learning activities designed to support individual school/CCSD goals and programs to improve student learning.

19. Assists in the development, ongoing improvement, and implementation of the CCSD and school curricular program.
 20. Provides a safe and respectful learning environment with a positive culture for all students and staff by establishing a set of culturally responsive standard operating procedures, practices, and routines.
 21. Implements and is accountable for results of the school's academic and extracurricular programs including the evaluation and reporting of student learning and development.
 22. Provides for effective staff communication; collaborates and resolves conflicts with others.
 23. Manages the condition of the physical assets, including the neatness and cleanliness of the buildings and grounds and the safety, security, and state of maintenance and repair of the buildings, grounds, furnishings, and equipment, except to the extent that responsibility has been assigned to a department of the CCSD.
 24. Works cooperatively with other administrators; advises the school associate superintendent and other appropriate CCSD administrators of progress, challenges, and other information regarding the school.
 25. Performs additional duties and obligations as assigned by the school associate superintendent.
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Position Expectations

1. Demonstrate the ability to act in a responsive manner exercising influence with diplomacy among all stakeholders.
2. Demonstrate the ability to maintain a focus on how decisions and processes will enhance student achievement.
3. Demonstrate the ability to anticipate and create changing conditions and effectively lead others in evolving and adapting to change.
4. Demonstrate the ability to skillfully motivate others, both within and outside the school and the CCSD, to invest in the development and implementation of the resolutions of the school's challenges.
5. Demonstrate the ability to be both prudent and astute to achieve the best results.
6. Demonstrate a high-level of initiative.
7. Demonstrate the ability to work in a fast-paced environment amid constant challenges and often competing interests.
8. Demonstrate the ability to provide encouraging input, listen to the concerns and suggestions of others, value their opinions, and act decisively as the responsible administrator.

9. Demonstrate the ability to recognize and promote the professional potential in others.
10. Demonstrate the ability to exemplify integrity, candor, and high ethical conduct.
11. Demonstrate the ability to maintain poise, professional demeanor, and perspective.
12. Demonstrate the ability to possess the physical, mental, and emotional stamina commensurate with the responsibilities and expectations of the position.
13. Demonstrate success in philosophy, curriculum, and instruction at the position's grade level, including an understanding of culturally responsive instructional processes and a variety of instructional techniques, as well as a commitment to the improvement of instructional programs.
14. Demonstrate success in leading the improvement of student learning, as evidenced by the improvement of school-based and/or CCSD-based data points.
15. Demonstrate successful and culturally responsive leadership experiences in staff leadership, supervision, and evaluation, and demonstrate the ability to work effectively with teachers to improve instruction.
16. Demonstrate the ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
17. Demonstrate the ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
18. Demonstrate an understanding of the change process and its relationship to current trends in education at the position's grade level.
19. Demonstrate effectiveness in planning, scheduling, allocating resources, reaching logical conclusions, and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
20. Demonstrate effectiveness in using computer technologies to enhance instruction and to manage building functions.
21. Demonstrate success in exercising sound judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with all stakeholders.
22. Demonstrate a commitment and the ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback to maintain high standards for one's self and one's school.

23. Demonstrate the ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to all stakeholders.
24. Demonstrate success with incorporating culturally competent strategies and utilizing culturally responsive communication and engagement strategies with all members of the school community.
25. Demonstrate effectiveness when representing the school in the community through business partnerships and activities.

Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Have previously demonstrated a minimum of one (1) year experience as a licensed administrator in an accredited K-12 public or private setting. (Site-based administrative experience is strongly preferred.)
3. Successful performance in the position held at the time of application.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 02/12/24
- Created: 01/28/12