



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/27/2024

Principal, High School

Pay Scale: B

Level: 26

FLSA Status: Exempt

Job Family: Administration

Primary Location: School Based

Department Overview

The Department of Instruction is charged with the development and implementation of high-quality education to improve student learning. DOI provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Elementary, Middle, High School Offices, Instructional Programs, Teaching & Learning, and School Administration.

Job Overview

The High School Principal provides leadership for the school staff in the development, implementation, and evaluation of a comprehensive educational program and to administer the program in accordance with School Board Policies and Administrative Regulations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Provides an instructional program consistent with the goals and objectives of the School Division; provides continuing development and implementation of an effective instructional program through classroom supervision and instructional leadership; works with the school staff and community to maintain an atmosphere conducive to learning and appropriate student behavior; utilizes available supervisory personnel to ensure an effective instructional program
- Supervises and evaluates the performance of each member of the school staff and establishes individual programs for improvement consistent with the Division's staff development objectives; advises the Personnel office of staff needs and participates in the recruitment, employment, assignment, promotion, transfer, nonrenewal, and dismissal of licensed and classified personnel
- Fosters effective home-school communication by providing opportunities for parents and teachers to discuss student progress and other matters of mutual concern and by encouraging community involvement in school activities
- Devises and administers a school budget, utilizing all available funds, which is consistent with Division instructional and administrative goals; supervises the maintenance of accurate bookkeeping records and the accounting of school funds
- Exercises leadership in the development, implementation, and interpretation of Division and School Board Policies and Regulations
- Keeps abreast of developments in High School education and in the field of education generally by participating in professional enrichment activities

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree in education from an accredited University or College

Experience

As a Teacher, Assistant Principal, Principal, or equivalent administrative experience

Licenses and Certifications

Holds or is eligible for the Postgraduate Professional License with an endorsement as a High School Principal

Knowledge, Skills and Abilities

- Demonstrated experience in developing and tracking budgets
- Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators, students, parents, staff, and public

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

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employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.