

Job Details

Application Deadline: Posted until Filled

Posted: 03/15/2023

Starting Date: 08/01/2023

Leadership Expectations

We are now accepting applications for a Secondary Principal position.

At Bruneau - Grand View, we search for leaders & colleagues who are Humble, Hungry and Smart (Lencioni, 2016). Our focus on building our district's culture & climate, student engagement and student achievement start with our commitment to one another as teammates. We use principles from the Arbinger Institute and Crucial Conversations (Patterson, 2016) to hold one another accountable to our commitments and to support one another in a caring way. We expect our leaders to use Greenleaf's (1998) The Servant as Leader model to lead and guide us in a way that advances both our professional and personal development.

Please take time to thoroughly review our Administrative Applicant Handbook to see if BGV would be a good fit for you. Our Administrative Applicant Handbook outlines the expectations we have of our leaders, and the tools we use to strive for greatness. Our handbook can be found here:

<http://tinyurl.com/ycn2eq5d>

Reports To

Superintendent

Terms of Employment

A ten (10) month contract with salary and other terms and conditions of employment to be agreed upon, based on experience and competitive comparisons with local districts.

Evaluation

The Superintendent will evaluate the Secondary Principal in terms of this job descriptions and The Idaho Principal Evaluation Framework.

Job Goals

To inspire, lead, and guide Rimrock staff to a positive workplace culture and high standard of student achievement while providing positive, proactive leadership and managerial oversight to the instructional program.

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- 1. Board of Trustees**
 - a. Present the Principal's Report to School Board, at each regularly-scheduled Board meeting.
 - b. Regular data reporting (at least 4-6 times annually) to the School Board, regarding the academic progress and gains of Rimrock students.
 - 2. School Leadership**
 - a. Use the Greenleaf (1998) Servant as Leader model to support school staff and district personnel in their professional growth and development.
 - b. Support the culture and climate of Rimrock staff by understanding, engaging in, and promoting existing methodologies taught from the Arbinger Institute and VitalSmarts.
 - c. Communicate proactively with parents, community members, staff and students through newsletters, social media, local newspaper submissions and face to face dialog.
 - 3. Instructional Leadership**
 - a. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation/effectiveness of the curriculum.
 - b. Work with Title I staff to develop and oversee reading and math interventions for Rimrock students.
 - c. Exercise leadership in school-level planning for improvement of instruction: Lead PLC meetings with Rimrock staff, to evaluate and track student progress in reading & math interventions.
 - d. Ensure the effectiveness of the instructional program by measuring student achievement against state and local standards and initiate program changes as necessary.
 - e. Work with Rimrock teachers to improve vertical alignment of Rimrock curriculum, and ensure meaningful curriculum maps are implemented and applied.
 - f. Provide guidance to individual students, especially struggling Jr.'s and Sr.'s and resolve individual behavioral problems through frequent 1:1 dialog.
 - 4. Management**
 - a. Develop and communicate annual goals and strategic priorities to Rimrock staff, School Board members and our BGV stakeholders.
 - b. Enforce federal, state and local regulation - including school board policy - throughout Rimrock.
 - c. Communicate federal, state and local regulations - including school board policy - changes.
 - d. Ensure BGV policy is followed at Rimrock.
 - e. Communicate regularly with the Athletics Director, and assist in the supervision all BGV athletics programs via the Athletics Director. Regularly attend Rimrock athletic events, to provide administrative support and interaction with community patrons.
 - f. Oversee athletic eligibility, in conjunction with the Athletics Director, in accordance with BGV policy.
 - g. Ensure teacher accountability in timely grading and weekly uploads/revisions to PowerSchool grades.
 - 5. Personnel**
 - a. Supervise and meet regularly with school staff - including weekly 1:1's with staff new to Rimrock.
 - b. Use BGV's Hiring Committee protocol in the recruiting, screening, interviewing and hiring recommendations of district personnel.
 - c. Present recommended hires to BGV Superintendent, using the BGV Hiring Committee protocol and forms.
 - d. Recommend to the Superintendent the contract renewal, promotion, assignment, transfer, demotion, or discharge of all Rimrock employees.
 - e. Provide direct training and support for monthly Title II professional develop trainings.
 - f. Provide multi-day onboard-training for staff new to Rimrock.
 - g. Provide annual and bi-annual formal evaluations for all staff and faculty at Rimrock (except those evaluation conducted by the Superintendent).
 - h. Provide regular (at least once per month) walk through evaluations & feedback to certified staff at Rimrock.
 - i. Act as a liaison between the School Board & Superintendent and the school employees and transmit communications between the two.
 - j. Lead regular staff meetings (at least bi-weekly) in order to clearly communicate the school's activities, plan, problems, and needs to staff.
 - 6. Financial Management**
 - a. Serve on the Executive Leadership Team and Budget Committee to help develop a recommended annual budget to the Board.
 - b. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to approval from the Superintendent.
 - c. Work with Business Manager to ensure the proper collection, safekeeping, and accounting of school expenditures and school activity funds.

7. **Curriculum, Instruction, and Contact with Students**
 - a. Monitor delivery of the instructional program through frequent classroom visits and walk-through evaluations.
 - b. Assume responsibility for the attendance, conduct, and educational success and health of Rimrock students.
 - c. Be present each day in the hallways, classroom and common areas. Greet students in a friendly and dependable manner during their morning arrival and afternoon departure whenever possible.
 - d. Be responsible for overseeing the scheduling of students into classes, establishing the schedule of class offerings, and maintaining a balance of student loads in each class.
 - e. Supervise, and evaluate all curricular and extracurricular activities.
 - f. Develop and maintain a master schedule for the academic and extracurricular programs.
 - g. Maintain high standards of student conduct and enforce the district's discipline policy in accordance with Board policy, the students' rights to due process and Love & Logic philosophies and practices.
 - h. Keep records of any disciplinary action and perform follow-up communication with students' parents, teachers, and other administrators as needed. Enforce suspensions and expulsion recommendations as needed and appropriate.
 - i. Annually update and implement student handbooks and procedures for expected student conduct and practice.
 - j. Plan and supervise regularly scheduled parent/teacher conferences, and make arrangements for special conferences as necessary.
 - k. Actively pursue all cases of truancy, excessive absences, and tardiness.
 - l. Attend IEP, 504, etc. meetings for Rimrock students.
8. **Facilities, Transportation & Safety**
 - a. Make recommendations to the Superintendent regarding the facility conditions, facility needs and plans for school facilities.
 - b. Prepare and execute crisis and disaster procedures and drills for Rimrock, with input from staff, local law enforcement and other appropriate persons.
 - c. Ensure that BGV policy is enforced regarding the use of Rimrock facilities and student supervision within the building - including after school activities.
 - d. Work with local law enforcement as needed, to conduct search & seizure activities - including the use of drug dogs within the school setting.
 - e. Designate appropriate staff members to serve in the principal's absence, with a specific action plan and guidance to be followed.
9. **Community/Public Relations**
 - a. Represent Rimrock at local school and community events, through face to face interactions and physical presence - including sporting events.
 - b. Solicit input from parents, patrons, community members and other stakeholders through face to face dialog and surveys as appropriate. Communicate input to BGV Superintendent.
 - c. Receive and facilitate resolution of complaints, comments, concerns as they relate to Rimrock.
10. **Attributes**
 - a. Lead Rimrock using the Servant as Leader model (Greenleaf, 1998), while using and modeling the conflict resolution models (Arbinger & Crucial Conversations) already in place.
 - b. Model lifelong learning by leading book studies in professional development, attending conferences and networking with other administrators.
 - c. Adhere to the Code of Ethics of the Idaho Teaching Professional.
 - d. Seek constructive criticism through face to face dialog, surveys, etc. and work to make personal and professional changes needed to model the Servant Leadership.
 - e. Maintain the confidentiality of others.

Willful disregard or incompetent ability to perform the duties as outlined in this job description and in the adopted policies of the district may result in disciplinary action up to and including termination.

Overview of the Bruneau - Grand View District

Located in the southwestern corner of Idaho, our small, tight-knit communities are dedicated to the success of our students. Our district employs roughly 50 employees to serve about 350 students through two elementary schools and one middle/senior high school.

Qualifications

- Idaho administrator endorsement

Contact Information

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Equal Opportunity Employer Bruneau Grand View School District 365 is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation