



Mancos School District
Staff Job Description

Title: Secondary Principal	FLSA Status: Exempt
Reports To: Superintendent	Pay Range: Admin Salary Schedule
Prepared/Revised Date: 03/09/2024	Work Year: 2024-2025

SUMMARY:

The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

EDUCATION AND RELATED WORK EXPERIENCE:

- MA in Administration/Leadership/Curriculum and Instruction.
- Possess a Colorado Principal license or in an accredited program and will have a principal license within the FY25 school year.
- Excel at 5 or more years of successful teaching, administrative, or equivalent leadership experience.

Job Tasks Descriptions	Frequency	% of time
1. Establish and promote high standards and expectations for all students and staff for academic performance, participation in athletics and co-curricular activities, and behavior.	D	10%
2. Monitor and improve the quality of classroom instruction by providing continual feedback on instruction, monitoring lesson plans, ensuring adherence to the articulated curriculum, and providing ongoing professional learning. Ensure that the instructional programs engage students in learning experiences that will facilitate mastery of the Colorado Academic Standards.	D	25%
3. Collect and analyze data regarding the needs and achievement of students, including State and National assessments, local assessments, progress monitoring data, and other pertinent information to monitor the implementation and effectiveness of educational services and programs.	W	10%
4. Lead the Instructional Team in overseeing the development and implementation of the school's annual improvement plan, planning professional learning, developing the school-based budget, and building parental and community support. Design and assign staff to supervision/duty assignments. Enforce school district discipline policies in collaboration with the Secondary Dean of Students.	D	10%
5. Organize school operations around the improvement of instruction by maintaining a safe and orderly environment, upholding state laws, and District Policies, managing personnel, maintaining facilities to provide a quality learning environment, efficiently managing fiscal resources, establishing effective public relationships, and coordinating effective instructional programs with a master schedule.	D	20%
6. Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values,	D	5%



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and mission of the school and district in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.		
7. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.	D	3%
8. Hire, train, supervise, and evaluate personnel, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.	D	10%
9. Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.	D	5%
10. Perform other duties as assigned.	D	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Demonstrate previous school administrative experience.
- Demonstrate experience with school operations, restorative practices, budget preparation, and human resources.
- Inspire and work collaboratively with staff members and the community.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Advanced knowledge of ability to develop, monitor and evaluate curriculum, discipline plans, IEP's, and supervision/safety plans.
- Knowledge of school law.
- Knowledge of data analysis, curriculum, assessment and instruction, budgeting and accounting, special education laws and master agreement/labor regulations.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent policies and building /department procedures.
- Ability to communicate, interact, and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize
- appropriate safety equipment and report unsafe conditions to the appropriate administrator.

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Colorado Type D Certificate/Principal/Administrator's License or in an accredited program and will have a principal license within the FY25 school year.
- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry



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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- **Reports to:** Superintendent
- **Direct Reports:** Licensed Staff, Classified Staff, and Assistant Principals

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Building budget

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget			x	
Administer a Budget		x	x	
Monitor a Budget		x	x	
Coordinate a Budget		x	x	
Initiate a Requisition		x	x	

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Full use of hands			x	

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			



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Smell		x		
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WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x
Use Interpersonal Skills				x
Compile			x	
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			



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Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	x
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.