

Position: HIGH SCHOOL PRINCIPAL

Camdenton High School is seeking an exceptional and visionary leader to serve our dedicated staff and students toward continued academic excellence. We are looking for a dynamic, forward-thinking leader who thrives in a collaborative environment and is committed to fostering innovation, growth, and success.

Qualifications:

1. Hold or be eligible for a Missouri Secondary School Principal's Certificate.
2. Have at least three years of administrative or supervisory experience.
3. Proven experience in educational leadership, with a track record of improving academic outcomes.
4. Strong interpersonal and communication skills, with the ability to build relationships and foster teamwork.
5. Dedication to student-centered practices and a passion for public education.

Reports to: Superintendent of Schools

Supervises: Assistant Principals, staff, and students of the high school.

Duties and Responsibilities:

- Administer and supervise instruction at the Camdenton High School and Horizons Educational Center.
- Prepare rules and regulations as are necessary for the proper control of the building consistent with the general policies of the Board of Education.
- Champion the pursuit of academic improvements through strategic planning, data-driven decision-making, and innovative teaching practices.
- Cultivate a culture of collaboration among staff, students, families, and the community.
- Serve as a dynamic leader who inspires, motivates, and empowers others to achieve shared goals.
- Promote a positive school climate that prioritizes student achievement, staff development, and well-being.
- Oversee daily operations while maintaining a focus on long-term strategic initiatives.
- Assign teachers and other employees, in the building, to such duties as are necessary to maintain the proper control of students and to ensure proper use of buildings, grounds, equipment, and supplies.
- Maintain adequate records of student activity funds, lunchroom funds, or any other funds handled by self and/or teachers or classes, and other fiduciary duties.
- Make all requisitions for supplies, books, equipment, furniture, etc. needed in the building. Responsible for inventories and budget estimates as directed by the Superintendent.
- Attend all regularly scheduled administrative meetings called by the Superintendent of Schools.

Duties and Responsibilities to Teachers.

The principal will have direct supervision of the classroom work and other activities of teachers in buildings and strive to develop a high degree of efficiency in classroom instruction, while responsible for maintaining the best possible conditions for a learning environment that promotes everyone learning every day.

- Assign teachers to classes and other duties, subject to review and approval of the Superintendent.
- Responsible for evaluating the services of teachers, other assigned employees and shall assist the Superintendent/Assistant Superintendent in preparing recommendations to the board of education in regard to promotion, retention, or dismissal of employees. The principal shall, at least once each year, file a written evaluation report on each teacher under his/her supervision.
- The principal will be the educational and professional leader, and therefore, must encourage the teaching and professional growth of the assigned staff.
- Assist in the creation and updating of student handbooks.
- Assist in providing training for staff.
- Work with the Activities Director to coordinate supervision of activities and events.
- Assist with the development of the PDC plan for the high school building.

Duties and Responsibilities to Students

- Be responsible for enrolling, classifying, and promoting students.
- Monitor and ensure that the assistant principals are aware of accurate student attendance.
- Report the names and addresses of all non-resident students to the office of the superintendent, and shall keep such other records as the federal government, state government, school board or superintendent may require.
- Suspend any student who willfully and persistently violates school regulations or when the conduct of such student is injurious to the school.

Skills and Abilities:

The principal must have the ability to:

- Present information to staff members, other administrators and the board of education
- Respond to common questions and complaints
- Interview students and staff
- Read, analyze, and interpret professional journals, government memos, board policy, administrative procedures, and state statutes.
- Compute ratios, percentages and create and interpret graphs and figures.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Possess basic computer word processing, spreadsheet and research skills.
- Access and create reports using the district's student information system software.

Physical Demands:

- Move frequently in and around buildings and grounds to visit classrooms, attend meetings as well as possess the ability to sit for an hour or more at a time.
- Be consistent and regular in attendance as that is an essential function of this position.

Terms of Employment:

Twelve month (250 day) contract with salary and work year to be established by the Board. Sick leave will be allowed as provided in the Board of Education Policy.

Salary Range:

\$105, 000-\$120,000

Evaluation:

Performance of this position will be evaluated annually in accordance with the board's policy on Evaluation of Professional Personnel and in accordance with the District Comprehensive School Improvement Improvement Plan.

Camdenton R-III School District is an Equal Opportunity Employer.