

Dolores School District RE-4A is seeking a **Secondary School Principal** (grades 7-12).

Reports to: Superintendent

Salary Range: \$70,000 – \$80,000 (Depending on experience and qualifications)

The District is searching for a principal with a passion for excellence and a desire to build relationships with stakeholders. This individual needs to demonstrate humble leadership and sincere integrity.

The principal responsibilities include:

General Planning: conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.

General Coordination: ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.

Enhancement of Personnel Skills: provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.

School Objectives: identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school. Works consistently to build programs and opportunities to meet the needs of the students. Meets the requirements of all College and Career Readiness expectations.

Curriculum Objectives: ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.

Establishes Formal Work Relationships: evaluates student progress in the

instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.

Facilitates Organizational Efficiency: maintains inter-school system communication.

The principal maintains good relationships with students, staff, and parents.

New Staff and Students: orients and assists new staff and new students and provides opportunities for their input in the school program.

Community: encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.

Supplies and Equipment: manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine.

The principal involves the staff in determining priorities for instructional purposes.

Services: organizes, oversee, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources.

Application Instructions: Please submit the following documentation:

Completed DSD Job Application PDF DOC

Resume

Cover Letter

Current Colorado Department of Education Principal License or plan to obtain

Please send all information to:

larnett@dolores.k12.co.us

Dolores School District Administration Office

Attn: Laurie Arnett

100 N. 6th St.

Dolores, CO 81321