



Vacancy Announcement

Elementary Principal

Meridian Public School District seeks qualified administrator to provide innovative and effective instructional leadership to the elementary school setting.

Location: West Hills Elementary School
Notice Date: February 7, 2024
Closing Date: until filled
Terms of Contract : Certified Administrator reporting 220 days
Compensation range: \$76,424 - \$101,511

Minimum Qualifications:

- Minimum of AA certificate with 486 Administrator endorsement
- Five years of successful school administrative experience is preferred
- Evidence of administrative capabilities including, but not limited to previous administrative assignments

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Develops and administers school programs consistent with school district goals and objectives.
2. Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
3. Involves staff in the evaluation of programs and the planning of new programs.
4. Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
5. Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
6. Ensures that Board policies and procedures are implemented and followed at the school.

Meridian Public School District does not discriminate on the basis of age, race, color, religion, disability, national origin, genetic information or veteran status.



7. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
8. Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
9. Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.
10. Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
11. Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
12. Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, corrective action, and other human resource issues.
13. Encourages parental involvement in students' education and ensures effective communication with students and parents.
14. Ensures that students' conduct conforms with the school's standards and school district policies.
15. Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.
16. Demonstrates prompt and regular attendance.
17. Supports the Meridian Public School District Mission, Vision, and Strategic Plan
18. Performs other duties as assigned.

Please apply online at www.mpsdk12.net