

Fort Washakie Assistant High School Principal

Purpose Statement

The job of Fort Washakie Asst. High School Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at a high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus, problems with enrolled students, and problems with the school.

This job reports to High School Principal

Follows all District Policies related to this position

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and or/ parents and guardians for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates the development, communication, implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that State mandates are achieved.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, security program, gifted and talented education, referred maintenance work, etc.) for the purpose of enforcing school, District and State policy/law and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. evaluations, correspondence, audits, Title VII, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, faculty assessments, quality instruction etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Promotes the Eastern Shoshone Core Beliefs Curriculum (e.g. Lessons in Life, Respect, Courage, Honor, Sharing, Family, Humility, Honesty, Humor, Language, spirituality, and Tradition, etc.) for the purpose of instilling these values into the school culture.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises high school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports HS Principal for the purpose of providing assistance with administrative functions.

- **Must follow Board Policies.**

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing budgets; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; conducting interviews; conducting meetings; critical observation ; enforcing rules and regulations; facilitating meetings; investigating problems; planning agendas/meetings.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; accounting practices; cost/fund accounting; knowledge of community resources; and school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; adapting to changing work priorities ; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. .

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Required Testing

Certificates and Licenses

Administrators Credential
Appropriate Wyoming State Department of Education
Certificate and/or endorsement
Driver's License & Evidence of Insurability

Continuing Educ. / Training

Clearances

3 credits in Native American Studies or similar course
work within 2 years of hire date
Maintains Certificates and/or Licenses

Criminal Background Clearance
Drug Test

FLSA Status

Exempt

Approval Date

Salary Grade

FWHS Prin

Title IX Coordinator

Title*: Principal

Address: 90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983

Email:

Section 504/ADA Coordinator

Title*: Principal

Address: 90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983

Email:

Civil Rights Compliance Coordinator

Title*: Superintendent

Address: 90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983

Email:

*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title