



Aleutians East Borough School District

(907) 383-5222 • PO BOX 429 • SAND POINT, AK 99661-0429

JOB DESCRIPTION

TITLE	PRINCIPAL	PR-003.01
ORGANIZATIONAL UNIT	Schools – Administration	
BARGAINING UNIT	Not Applicable	
WORK GROUP	Administration	
WORK YEAR	Approximately 210 days (August through June)	FLSA EXEMPT Yes

JOB SUMMARY

The principal position requires both a valid Alaska administrative certificate and a valid Alaska teaching or Type C special services certificate. The number of workdays is established contractually, and salary is based upon the Principal pay schedule. This position has a retirement association with the Alaska Teachers' Retirement System (TRS). Successful candidates are required to maintain both Alaska certificates (administrative and teaching) throughout the tenure of this position.

The principal reports to and is evaluated by the district superintendent. The principal serves as the educational leader and chief administrator of the school. The position is responsible for implementing and managing the policies, regulations, and procedures of the Alaska Board of Education to ensure that all students are supervised in a safe, child-centered learning environment that meets and exceeds state standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

JOB REQUIREMENTS

The following are required:

1. A master's degree in educational leadership, public school administration, or a closely related field or completion of a school administration / educational leadership program which leads to certification.
2. By start date: a valid Alaska type B administrative certificate with an endorsement including grade levels K-12 and a valid Alaska teaching (initial, professional, or master) or Alaska Type C special services certificate.

The following are preferred:

1. Evidence of three years of successful public-school experience.
2. Evidence of three years of successful public elementary and/or secondary level teaching experience.
3. Evidence of two years of successful public elementary and/or secondary level administrative experience.

ESSENTIAL JOB FUNCTIONS



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The successful candidate:

1. Provides leadership for an educational organization.
2. Guides instruction and supports an effective learning environment.
3. Oversees the implementation of curriculum.
4. Coordinates services that support student growth and development.
5. Provides for staffing and professional development to meet students learning needs.
6. Uses assessment and evaluation information about students, staff, and the community in making decisions.
7. Communicates with diverse groups and individuals with clarity and sensitivity.
8. Acts in accordance with established laws, policies, procedures, and good business practices.
9. Understands the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children families, and communities.
10. Facilitates the participation of parents and families as partners in the education of children.

PHYSICAL/MENTAL DEMANDS

The physical demands of this job require frequent standing, walking, sitting, speaking, and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The AEBSD is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

WORK ENVIRONMENT

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities, and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

ADDITIONAL JOB INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.



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Aleutians East Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also be able to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

The Aleutians East Borough School District is an Equal Opportunity Employer.