PRINCIPAL 24-25 SY

JOB STATUS: OPEN
POSTING NUMBER: 00060170
SCHOOL YEAR: 2024-2025
CALENDAR: Traditional School Calendars
CLOSING DATE: 05/25/2024 04:00 PM
POSTING NUMBER: 00060170
LOCATION: 525:LA CUEVA HS
POSITION TITLE: PRINCIPAL 24-25 SY

JOB DESCRIPTION:
Manages all resources at the school including personnel, time, budget, equipment and materials.

ESSENTIAL FUNCTIONS:
Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Supervises the development, implementation and maintenance of school policies and procedures.
- Supervises the coordination and implementation of district instructional program and ancillary and operational support programs at the school level and assists in their development.
- Serves as instructional leader at the school.
- Monitors school activities and policies for adherence to all district, state and national regulations.
- Makes changes in programs, personnel, facilities, materials and equipment following district policies.
- Encourages staff, students and community contributions to the school development whenever appropriate.
- Designs in-service training and staff-development programs at the school and conducts school staff meetings.
- Assists in the recruitment and selection of applicants for school-based positions.
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities.
- Develops and maintains student discipline procedures following established guidelines.
- Develops budget recommendations for the school and manages all funds allocated to or generated at the school site.
- Supervises the development and maintenance of a school environment that is conducive to learning and appropriate to the maturity and interests of students.
- Establishes policies and procedures to ensure the safety of students, staff, facilities and equipment.
- Supervises the Assistant Principal(s) in the areas of curriculum, attendance, building and grounds, and discipline.

In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:
Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of APS community, computer system, financial and legal requirements.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Knowledge of district policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Three years of teaching experience.

REQUIREMENTS:
The minimum requirements for this job are as follows:

- Bachelor’s degree in Education or equivalent.
- Valid State Department of Education administrative licensure.

CONTACT INFORMATION:
Contact: Mark Garcia at / garcia_mark@aps.edu

APPLY TO:
APPLY ONLINE: WWW.APS.EDU, APS Jobs, Administrative Application.
In addition to providing supporting documents to meet the position requirements, you must also submit an updated cover letter & resume.

ADDITIONAL INFO:
- SALARY: Minimum starting salary $118,720/annual
- DAYS: 226
- HOURS:  
- START DATE: 7/5/2024

ADA Compliance