

Opening Date: 6/19/09

Closing Date: Open Until Filled

Posting # 620

**PROVIDENCE SCHOOL DEPARTMENT
797 WESTMINSTER STREET
PROVIDENCE, RI 02903-4045
OFFICE OF HUMAN RESOURCES**

**ANNOUNCEMENT OF AN INFORMATIONAL ADMINISTRATIVE VACANCY
CONTINGENT UPON FUNDING**

TITLE: High School Principal
LOCATION: TBD
SALARY: In Accordance with the APPSSA Salary Scale

NOTE:

Interviews for all open until filled positions can begin 10 days after the initial opening date and continue until the position is filled. Applicants who submit an application after the 10th day of initial posting may not be called for an interview if interviews have been scheduled or if a successful candidate is selected. All open until filled positions are expunged 6 months after the initial opening date.

JOB SPECIFICATION:

The High School Principal is responsible for administering and supervising the total school program and providing leadership for the students and staff members consistent with the educational goals of the district and community. Position includes establishing a climate conducive to learning, defining roles, planning and coordinating programs, effecting change, and decision-making.

KNOWLEDGE, ABILITIES, AND SKILLS:

Strong knowledge of curriculum, instruction, organizational patterns, school operations, and pupil services. Demonstrated competence in staff selection, training, supervision and evaluation. Demonstrated problem-solving skills and demonstrated ability to act effectively under stress. Ability to motivate, encourage, and work with staff to ensure outstanding performance as well as good morale. Excellent oral and written communication and interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Analyze, share, and use school and student achievement data to develop and implement the school improvement plan.
- Provide leadership and guidance to the school improvement team, ensuring that the school improvement teams' efforts support the mission, policies, and practices of the school district
- Identify and implement systematic procedures to assess program effectiveness.
- Monitor curriculum implementation to ensure that the appropriate curricular and instructional sequences are followed.
- Ensure that Providence School Department policies and procedures, as well as state and federal laws and regulations are followed.
- Develop a master schedule and related duty assignments.
- Coordinate the development and implementation of a school discipline policy that is consistent with the Providence School Department policy on student rights and responsibilities and state law.
- Work with teachers, parents, and students to ensure appropriate programming for all students.
- Identify staff training needs; develop and implement a school-based professional development plan to meet those needs.

DUTIES AND RESPONSIBILITIES Continued

- Supervise and evaluate staff.
- Attend evening and weekend student activities, parent and other meetings, as required.
- Develop and manage the school-level budget in accordance with district policies and procedures.
- Develop requests for staffing and resources.
- Supervise the use and maintenance of the building and grounds.
- Prepare a variety of written reports and correspondence.
- Establish and maintain relationships with the PTA and other community organizations to ensure ongoing, two-way communication and initiate activities which foster productive parent and community involvement.
- Serve on Providence School Department task forces and committees.
- Perform related work as required.

QUALIFICATIONS:

- **Certificate required by the State Department of Education:
Rhode Island Middle/Secondary Principal Certificate**
- Master's degree from an accredited college or university with an emphasis in educational administration/leadership.
- Minimum of 5 years in teaching, and a minimum of 2 years experience in administration or supervision.

**Please visit www.Providenceschools.org and go to Human Resources for detailed information on the application process and to obtain an application.*

Applications may also be obtained in person at the Office of Human Resources, 797 Westminster Street, Providence, RI. The completed form must be returned to the Office of Human Resources no later than 4:30 p.m. on the above closing date.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's colleges and universities, and in their chosen professions.

PLEASE POST

File Name: High School Principal – TBD