

**LANDER COUNTY SCHOOL DISTRICT**

**P.O. BOX 1300**

**Battle Mountain, NV 89820**

**(775) 635-2886**

**FAX (775) 635-5347**

**POSITION ANNOUNCEMENT**

**High School Principal**

**POSITION:** The person appointed to this licensed administrative position will serve as the instructional leader and chief administrative officer of the Battle Mountain High School. Responsibilities include direction of the instructional program, operation of the school plant, coordination of staff and pupil activities, and participation in community affairs in a leadership role. This position is directly responsible to the Lander County School District Superintendent.

**STARTING DATE:** July 1, 2016

**SALARY & BENEFITS:** This is a 250 day administrative position with placement on the Administrative Salary Schedule reflecting education and experience.

Salary Range: \$86,864 to \$107,077

Health insurance premium paid by District for employee

No state income

District paid retirement (P.E.R.S.)

15 days sick leave per year

Annual leave

**QUALIFICATIONS:** 1. Hold or be able to acquire appropriate Nevada school administrative license prior to employment. 2. Master's degree. 3. Have previously demonstrated at least five (5) years of successful licensed teaching experience including at least three (3) years as a contracted school site administrator in an accredited K-12 public or private school. 4. Successful performance in the position held at the time of application. 6. Successful completion of the administrative screening and interview process. 7. Ability to successfully complete a writing sample at the time of interviews.

**PREFERRED QUALIFICATIONS:** Five (5) years of experience as an assistant Principal and/or principal at the high school level.

**RESPONSIBILITIES:** 1. Interpret, communicate, and implement the district's identified goals; gather and analyze data to identify and implement the school's goals. 2. Select, assign, supervise, and evaluate staff; provide appropriate staff development activities to ensure job effectiveness. 3. Plan, organize, and utilize resources for the development and implementation of the school curriculum. 4. Establish procedures for utilizing the school's budget with appropriate staff involvement and in a manner consistent with the district's budgeting procedures and regulations. 5. Establish an effective system for communicating school matters to staff, students, parents, and the community. 6. Implement procedures to foster and maintain community confidence in the school. 7. Ensure accurate student records and attendance accounting, efficient school plant management, and effective use of transportation services. 8. Direct student counseling and discipline activities to ensure compliance with standards established by the board and state law. 9. Organize, coordinate, and supervise co-curricular and extracurricular activities. Develop and implement measures for crowd control as well as participant, staff, and spectator safety, as appropriate. 10. Utilize, coordinate, and evaluate all of the district's services and programs as they affect the operation of the school. 11. Plan, organize, and implement emergency procedures relating to the safety of the students and staff. 12. Perform other duties as assigned.

**POSITION EXPECTATIONS:** Ability to communicate clearly both orally and in writing. Possesses physical and mental stamina commensurate with the responsibilities of the position. Possesses personal characteristics, including but not limited to, poise, perspective, integrity, and flexibility necessary for success as an administrator in the Lander County School District. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations and agencies. Ability to utilize and promote participatory management techniques. Evidence of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues. Understands and is sensitive to the needs of the various cultural and ethnic groups in the school community and to the needs of students and staff with handicapping conditions.

**CLOSING DATE:** This position will remain open until filled.

Formal letter of interest, Resume, Completed application, Placement file/letters of recommendation,

Transcripts, and NV Administrative License

**APPLICATION:** To be considered, application materials submitted must include:

**APPLICATION MAY BE REQUESTED FROM:**

Lander County School District

Administration Office

P.O. Box 1300

Battle Mountain, NV 89820

Phone: (775) 635-2886

District Website at

[www.lander.k12.nv.us](http://www.lander.k12.nv.us)

Electronic copies are available

**Contact Person:** Becky Rangel, Personnel