

# DIETRICH SCHOOL DISTRICT NO. 314

*Home of the Blue Devils*



## Administration

Stefanie Shaw, Superintendent  
Dalonna Hurd, Business Manager



## **Secondary Principal/Counselor**

**2019-2020 School Year**

Full-Time

*Deadline: Open until filled*

### **JOB SUMMARY:**

To provide leadership and managerial oversight to the instructional program and school operations. To promote the educational development of each student.

### **QUALIFICATIONS:**

- Idaho Administrative Certificate endorsed for school principal
- Minimum experience as determined by the Board
- Strong background in curriculum, supervision, discipline, team building, and technology
- Excellent leadership, interpersonal, and communication skills
- Excellent organizational skills
- Able to work under pressure and deadlines
- Maintain confidentiality of staff and students

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Be responsible for the management of the school in accordance with federal and state law, administrative rules, and Board policy
- Initiate, design, and implement programs to meet the specific needs of the school
- Exercise leadership in school-level planning for improvement of instruction
- Establish and maintain an effective learning climate in the school
- Be responsible for student class scheduling and perform the duties of the testing coordinator
- Assist with writing and organizing IEP's for the District

### **APPLICATION DEADLINE:**

Open until Filled. A district application may be obtained online.

### **POSITION BEGINS:**

July 1<sup>st</sup>, 2019

### **SALARY:**

Placement on District Salary Schedule