

New Mexico School for the Arts – High School

Principal Job Description SY 2023-2024

TITLE: Principal

EXEMPTION STATUS: Exempt

IMMEDIATE SUPERVISOR: Head of School

EVALUATION: The Head of School will evaluate performance of this position at least once annually.

CERTIFICATION: New Mexico Administrator Licensure

JOB SUMMARY: The Principal shall be the Assistant to the Chief Executive Officer (CEO) of the School. They are responsible for the effective daily operations of the School; general administration of all instructional operations of the School; and for advising and making recommendations to the Head of School with respect to such activities. They shall perform all the duties and accept all of the responsibilities usually required of a Principal as prescribed by the Education Laws of New Mexico State, the rules and regulations of the NM Public Education Department (NMPED), laws and regulations of the United States and the state of New Mexico, and the policies, rules, and regulations established by the Governing Council.

- a. Uphold our educational policies and integrate the learning standards into each class curriculum.
- b. Create benchmarks for students and teachers and track progress towards those goals.
- c. Develop programs that improve teacher performance and assist students in understanding class material better.
- d. Provide guidance to the school's network of student leaders and challenge those leaders to make the school a better place.
- e. Respond immediately to concerns from parents and Governing Council members.

1. Curriculum, Instruction and Assessment

- A. Provide for the optimum use of the staff of the School. Ensure the School is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all instructional personnel.
- B. Responsible for planning and implementing appropriate professional development for all employees as are necessary to carry out the educational program of the school.
- C. Summon employees of the School to attend regular and occasional meetings as are necessary to carry out the educational programs of the School.
- D. Supervise the Instructional Leadership Team.
- E. Supervise the Assessment Team, including District Testing Coordinator.
- F. Oversee mentoring and training of new instructional staff.
- G. Oversee curriculum needs including instructional technology and Project Based Learning initiatives.
- H. Assess and evaluate appropriateness of the School's services and programs.

New Mexico School for the Arts – High School

2. Consistent School Culture

- A. Establish or revise School policies and procedures to ensure a safe, equitable learning environment for all students.
- B. Uphold all School policies and administer appropriate consequences as allowed by School policies and in accordance with NM statutes.
- C. Oversee Equity initiatives and implementation, including supervision of the Equity Leadership Team/PLC and Equity Council.

3. Administration

- A. Directly oversee the work of the instructors and other School personnel.
- B. Hold regular meetings with the other School administrators and instructors to discuss progress and educational problems facing the School.
- C. Direct the operations and activities of instructors and staff; see that they effectively guide and coordinate the instruction, operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
- D. Supervise Arts Faculty and programs, including budgets, regular meetings, curriculum reviews, ArtSpring, and professional development.
- E. Approve the vacation schedules for instructors and staff.
- F. Act as the Head of School when the Head of School is out of the building.
- G. Participate in the submission of the annual PEC Monitoring tool.
- H. Provide support in the development of the Annual PEC Report.

4. Human Resource

- A. Recruit and recommend for hire all instructional employees of the School.
- B. Supervise, evaluate and recommend for re-employment all employees of the School following School, state and federal procedures as required. Provide personnel reports as required.

5. Financial Stewardship

- A. In conjunction with the Head of School, ensure all funds, physical assets, and other property of the School are appropriately safeguarded and administered.

6. Primary Relationships

The Principal observes and maintains the following relationships:

- A. Participate in the functions, primary activities and responsibilities of the Site Council.
- B. Attend as requested meetings of the Governing Council and Education Committee.
- C. Represent the Head of School in dealings with other school systems, professional organizations, and business.
- D. Lead participant on the Safety Committee.
- E. Attend other meetings as requested or when the Head of School is absent.

New Mexico School for the Arts – High School

6. Other

- A. Develop throughout the School high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
- B. File, or cause to be filed, all reports, requests and appropriations as required by various NMPED departments as well as the PEC.
- C. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the School.
- D. Establish and maintain liaison with other schools, NMPED, colleges and universities, NM Legislature, and the U.S. Department of Education.
- E. Act on own discretion in cases where action is necessary on any matter not covered by Governing Council policy or directive. Report such action to the Governing Council as soon as possible.
- F. Participate in the development of the budget.
- G. Participate in facility planning and maintenance for both current and new buildings.
- H. The Principal shall possess the following powers and shall:
 - a. Speak as requested on all matters before the Governing Council, but has no vote.
 - b. Enforce all provisions of law and all rules and regulations relating to the management of the school and other educational, social and recreational activities under the direction of the Head of School.
 - c. Assist in development, implementation and maintenance of school policies, procedures and regulations.
 - d. Work with other Governing Council employees and advisors, including auditors, architects, attorneys, consultants and contractors.
 - e. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the School.
 - f. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda.
 - g. Represent the School before the public, and maintain, through cooperative leadership, both within and without the School, such a program of public relations as may keep the public informed as to the activities, needs and successes of the School.
 - h. Receive all complaints, comments, concerns and criticisms regarding the operation of the School from the public, employees of the School, students, and Governing Council members.

Desired Knowledge, Skills, and Abilities

Believes in the mission of the School, and that all students can succeed.

Strong ability to build relationships and consensus.

Strives for excellence in job.

Demonstrates the ability to work with people of all backgrounds, abilities, and ages.

New Mexico School for the Arts – High School

Demonstrated track record of prioritizing diversity, equity, and inclusion; understanding of cultural context of New Mexico.

Behaves ethically and with personal integrity.

Communicates clearly.

Excellent organizational skills.

Displays professional appearance.

Bilingual/Spanish proficiency.

Experience administering Canvas or similar LMS.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.