This position serves as Principal and facilitative leader for the Pathways Innovation Center (PIC) for the purpose of facilitating academy-based learning, collaborative planning, directing, managing, and overseeing activities and operations of the PIC community including instructional programs, student services and operational activities; coordinating assigned activities with other District departments, schools, and outside agencies; and providing highly responsible and complex administrative support to other administrators, the Associate Superintendents, the Superintendent, and the Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively with the High School CORE and extended leadership teams to embed NCSD’s Compact of shared governance, decision-making, responsibility, and ownership.

- Work collaboratively with the High School CORE and extended leadership teams to embed the consensus recommendations in regard to educational programming, facility design, student and staff transitions, leadership team design and timelines for implementation.

- Assume full management responsibility for shared decisions in regard to PIC including business operational activities such as personnel, budgeting, and facilities management, and for a variety of instructional, curriculum, student services, and administrative programs, services and activities that align with academy framework.

- Work collaboratively with the High School CORE, community based advisory teams, and expanded leadership teams to represent the academy approach to other District departments, schools, elected officials, outside Agencies and the community; explain and interpret programs, policies, and activities with students, parents and faculty; negotiate, using the interest based agreement process and other methods to resolve sensitive, significant, and controversial issues.

- Collaborate with the High School CORE and the extended leadership teams to select and motivate personnel; provide and coordinate staff training and orientation; identify opportunities for staff training and development; research and coordinate staff training in innovative educational techniques and new programs; facilitate the transition of the school community to a learning organization.

- Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area of PIC in accordance with Education Code and policies of the Board of Education; establish within District policy appropriate service and staffing levels; allocate resources accordingly.
• Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

• Plan, direct and operationalize the systems and process for PIC deployment; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

• Manage and participate in the development and administration of the PIC budget; direct the forecast of additional funds needed for staffing, facilities, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implementation budgetary adjustments as necessary.

• Coordinate PIC activities with those of other departments, schools, and outside agencies and organizations.

• Provide assistance to the Executive Director for Curriculum and Instruction, Associate Superintendents and the Superintendent; prepare and present reports and other necessary correspondence related to academy development.

• Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to curriculum and instructional programs, policies, and procedures as appropriate.

• Review pertinent legislation and ensure compliance with rules, regulations, and laws; implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities.

• Establish and enforce student behavioral performance standards; meet with students, parents and faculty to resolve behavior and/or performance issues; promote a climate conducive to personal growth and a productive learning environment.

• Oversee a variety of student service programs and activities including counseling, attendance/discipline, career centers, student registration, orientations, and student activities.

• Monitor and review graduation requirements within established guidelines; interpret data and communicate results.

• Participate on a variety of committees and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a variety of subject matters and in the field of public school administration.

• Evaluate personnel; work with employees to correct deficiencies; implement discipline and termination procedures in accordance with District procedures.

• Establish and implement procedures to be used in the event of school crises and provide leadership in the event of such incidents.
ESSENTIAL DUTIES AND RESPONSIBILITIES - continued

- Deal with ambiguity; balance school vision current reality, including dealing effectively within resource constraints; and striving for work-life balance.
- Maintain and model high standards of professional conduct and set high standards for self and others.
- Sponsor and supervise student activities; maintain master calendar of events and activities.
- Use data effectively in school-wide decision making.
- Maintain inventory and records in regard to materials, equipment, and student and staff information.
- Support the orientation/mentoring programs of beginning teachers and new staff members.

Other functions:
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Secondary transformational research and practices which meet the emotional, physical, creative, social, and educational needs of students
- Operational characteristics, services, and activities of public high schools including the organization and management practices as applied to the analysis and evaluation of high school programs, policies, and operational needs.
- Technology integration to meet performance standards.

Ability to:

- Demonstrated ability in effective interpersonal and interpersonal communication skills.
- Demonstrated ability to communicate clearly and concisely, both orally and in writing.
- Demonstrated ability to develop and maintain positive school-community and media relations.
- Demonstrated ability to identify and respond to community, School Board, and Superintendent’s issues, concerns and needs.
- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Demonstrated collaboration in planning, organizing, directing, and coordinating the work of management, supervisory, professional, technical, and clerical personnel; delegation of authority and responsibility.
MINIMUM QUALIFICATIONS - continued

Ability to (continued):

- Demonstrated ability to establish, maintain, and foster collaborative, positive, and harmonious working relationships, including a sense of humor, with those contacted in the course of work.

Experience in:

- Successful experience in program development, curriculum design and development, instructional teaching strategies; budget preparation and administration, principles of hiring, supervision, training and performance evaluation.

PREFERRED QUALIFICATIONS

- Three years of successful high school leadership
- K-12 principal endorsement
- Demonstrated ability to collaborate in the planning and execution of the school technology plan, including the integration of technology to meet performance standards.
- Demonstrated history of working collaboratively with employee associations toward a shared goal.
- Demonstrated advocacy for middle level education and/or middle school programs.
- Knowledge of and successful leadership experience in supporting interdisciplinary teaming and integrated curriculum programs and practices.
- Knowledge of academies and 21st Century learning approaches.
- Knowledge of all aspects of opening a new facility, including hiring of staff, securing student registrations, promotions and community relations campaigns, equipment and supply acquisition, and custodial and maintenance operations.
- Successful experience with facility construction and design.

SUPERVISORY RESPONSIBILITIES

- Exercises direct supervision over management, supervisory, professional, technical and clerical staff.
EDUCATION and/or EXPERIENCE

Education:

- Master’s Degree from an accredited college or university
- Eligible for Wyoming administrative endorsement
- K-12 principal endorsement

Experience:

- Four years of successful teaching experience
- Three years of successful secondary administrative experience
- Experience related to developing curriculum related to career academy framework
- Experience in partnerships and development

LANGUAGE SKILLS

- Ability to read, analyze and interpret the most complex documents. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY

- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

PHYSICAL DEMANDS

Under 1/3 of the time:

- Sit
- Climb or balance
- Stoop, crouch
- Crawl – distance 2-5 feet
- Kneel – duration at one time – 5 minutes-30 minutes
- Taste or smell
PHYSICAL DEMANDS continued

1/3 to 2/3 of the time:

Stand, walk
Twist – body part – above waist
Rotate – body part – above waist

Over 2/3 of the time:

Use hands to finger, handle or feel
Reach with hands and arms
Talk or hear
Push or pull less than 50 pounds

WEIGHT REQUIREMENTS

Under 1/3 of the time:

Lift up to 25 – 50 pounds

Over 2/3 of the time:

Lift up to 10 pounds

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

HEARING DEMANDS

Noise Levels:

- Moderate noise levels will be present (example: business office computers, printers, light traffic)

Hearing Demands:

- Ability to discriminate verbal commands and environmental safety sounds.
• Ability to be employed where moderate degrees of hearing loss are unimportant (e.g. able to converse, talk, and make notes in meetings, hears warning bells/sounds, tone of running motors, answer phone over high noise levels, etc.)

**WORK ENVIRONMENT**

**Under 1/3 of the time:**

Exposure to the following may occur:

• Wet or humid conditions (non-weather)
• Work near moving mechanical parts
• Work in high precarious places
• Fumes or airborne particles
• Toxic or caustic chemicals
• Outdoor weather conditions
• Extreme cold (non-weather)
• Extreme heat (non-weather)
• Risk of electrical shock
• Work with explosives
• Risk of radiation
• Vibration

**CERTIFICATES, LICENSES, AND CLEARANCES**

• Possession of appropriate Wyoming certification credentials, including Wyoming administrative certification
• Criminal Justice Fingerprint/Background clearance
• Valid driver’s license with evidence of insurability

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): _____________________________ Date: ________________

Employee Signature: ____________________________________________