

Job Title: Principal on Special Assignment
Department: Secondary Education
Reports To: Assistant Superintendent, Secondary Schools
FLSA Status: Exempt
Salary Schedule: AE



SUMMARY

The Principal on Special Assignment develops, implements, and coordinates projects for assigned areas. The position works with executive administration and key leaders in schools and departments to push strategic initiatives, develop and monitor related projects, and assist with implementation in schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Prepares, implements, and analyzes the impact of projects that directly address the district's strategic plan, equity lens, and department goals.

Collaboratively engages with internal and external partners in project design and process.

Consults with other school districts as necessary.

Serves as a key communicator, verbally and in writing, to explain the purpose and scope of strategic initiative work.

Provides project updates to key stakeholder groups.

Determines workflow for projects to ensure that the process is efficient and productive including roles and responsibilities, planned activities and timeframe.

Identifies necessary resources and logistics that will adequately support project design and process.

Anticipates and mitigates potential barriers to the work; develops contingency plans that can help address problems that arise.

Develops a sound strategy for project monitoring, which includes checks for quality and accuracy, as well as regular communication to the supervisor(s) and/or stakeholders.

Works closely with staff from other departments as needed to develop appropriate strategies for utilizing resources.

Develops plans for gathering and analyzing feedback.

Leads or facilitates meetings with adequate agenda preparation and materials.

Develops and leads individual, small group, and large group training as necessary for the successful implementation and maintenance of projects and initiatives.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless assigned by Assistant Superintendent, Secondary Education.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's degree in Education and six to eight years' classroom instruction and related administrative experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires a Utah Administrative/Supervisory License.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Assistant Director, Human Resources	Date: 03/03/2020
Approved By: Executive Director, Human Resources	Date: 03/03/2020
 	
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	