



Cochise County Accommodation School District #01-01

New Crossroads Academy



Jacqui Clay
District Superintendent

Principal

Qualifications:

1. An Arizona Principal Certificate.
2. Bachelor's Degree in Education.
3. Qualified Evaluator Certificate.
4. Three (3) years verifiable management experience, preferably in education.
5. Valid Department of Public Safety fingerprint clearance card.
6. Eligibility for employment through E-Verify.

Reports to: Cochise County Accommodation School District #01-01 Governing Board.

Supervises: All District staff and contracted employees.

Scope: Serves as the educational leader of the District, responsible for developing and managing policies, regulations, and procedures that ensure all students have an opportunity to learn in a safe environment that meets the mission of District schools. This individual will work collaboratively to direct, guide, and inspire all members of the school community and to communicate effectively, especially with parents. Inherent in the position are responsibilities for scheduling, budgeting, technology awareness and acquisition, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Responsibilities: The Principal shall plan, direct, and supervise a comprehensive District program. Duties include, but are not limited to, the following:

- Interpreting, developing, and enforcing regulations in support of Governing Board policies, school handbook, as well as state and federal laws.
- Providing leadership in recruitment, selection, and retention of staff.



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- Supervising and evaluating staff performance, offering assistance, professional development opportunities and guidance as needed.
- Developing, evaluating, and implementing curricular and co-curricular programs that reflect student achievement and growth in cognitive, affective, and psychomotor domains.
- Understanding developments in secondary school curriculum and instruction, providing leadership in determining appropriateness of incorporating recent developments and trends into school educational programs.
- Providing leadership for development and implementation of District budget, including proper handling of all funds, security, and accounting for District property.
- Ensuring that student records are complete, confidential, and stored appropriately.
- Providing leadership in planning, development, and implementation for special education and counseling services.
- Supervising use of facilities, seeing that they are operated efficiently and meet all health and safety standards. Coordinate District and School wide Safety Plans.
- Fostering positive and professional school-community relations with families, businesses and other school districts.
- Keeping community aware of District and school activities, providing an effective information program, and attending school functions.
- Developing long- and short-range plans, goals, and objectives i.e. continuous improvement plan, accreditation and Arizona Department of Education expectations.
- Anticipating problems and initiating appropriate solutions.
- Ensure that student and staff due process rights are upheld.
- Coordinating student services in conjunction with GradSolutions; including maintenance of discipline, monitoring of attendance, supervision of District health services, and collaboration with others, including non-school service agencies, in modification of student behavior.



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- Collaborating with appropriate educational partners and serving as a member of the Cochise County Education Service Agency Leadership Team.
- Informing and consulting with the Governing Board regularly on overall operation of the District.
- Performing all other duties as assigned by the Governing Board.

Term of Employment: 12 months

Salary: \$48,000 to \$65,000 and shall be determined annually by the Governing Board, commensurate with education, experience, and performance. The District benefit package is included.

Evaluation: The Governing Board shall provide an annual evaluation based on performance of assigned duties and established performance objectives.