The Mexico Public School District seeks an outstanding instructional leader who is student-centered to serve as Elementary Principal for the 2020-2021 school year.  The successful candidate will be self-motivated with strong leadership skills and be dedicated to meeting the academic, social and emotional needs of all learners.

**Qualifications:**
Minimum 3 years of successful teaching experience
Master’s Degree or higher in Educational Administration
Valid Missouri Teaching and Administration Certification
Prior Administration Experience-Preferred

**Reports To:** Superintendent and Assistant Superintendent
**Supervises:**All personnel serving in the assigned school
**Terms of Employment:** Ten and half months including benefits according to Board policies

**Job Functions:**

* Leads in the development, implementation, and communication of educational goals.
* Provides strong and positive educational leadership in organizing, developing and administering the instructional program of the assigned school.
* Promotes a positive culture for the school site of responsibility. The principal sets the expectations for the students and all building staff under their charge.
* Utilizes data and test scores to identify areas of strength and weakness and communicates this information to staff for curriculum goal setting.
* Provides leadership in developing the necessary climate for change and growth within the school.
* Ensures all state statutes, board of education policies, administrative practices and procedures, as well as employee handbook are complied with.
* Supervises teaching staff and programs in accordance with building and district philosophy.
* Responsible to ensure that staff and educators are following proper ethical standards and performing their responsibilities with integrity; holds those who fall short accountable.
* Assists in selection, assignment, orientation, and evaluation of all personnel for whom she/he has supervisory responsibility.
* Provides for effective and efficient day-to-day operation of school facilities that are conducive to a positive learning environment.
* Prepares and manages the building budget.
* Supervises students.
* Supervises student activities and events.
* Supervises all professional, paraprofessional, administrative, and support personnel attached to the school.
* Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
* Demonstrates effective organizational skills and completes duties promptly and accurately.
* Establishes and maintains effective discipline in the school and promotes a positive school climate.
* Demonstrates knowledge of finance and budget within the specific area(s) of authority and discharges the responsibility for making expenditures in accordance with the operational philosophy of the Board of Education.
* Consistent and regular attendance is an essential function of this position.
* Facilitates the process of developing building goals that are congruent with the district strategic plan (CSIP).
* Develops and demonstrates effective communications through regular staff meetings, weekly building communications, newsletters, and personal contacts.
* Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
* Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
* Demonstrates effective human relations and communication skills.
* Adheres to effective safety practices.
* Adheres to all district rules, regulations, and policies.
* All other duties as required or assigned.

**FLSA Status:** Exempt
**Salary Grade:** Administration

Applications will be screened as they are submitted. Job will remain posted until filled. The Mexico Public School District is an EQUAL OPPORTUNITY EMPLOYER.  NOTICE OF NONDISCRIMINATION Our School District Prohibits discrimination and harassment against employees, students or others on the basis of race, color, national origin, sex, age, ancestry, religion, disability by law in admission or access to, or treatment or employment in its programs and  activities.

Applications MUST be filled out on the district website: [www.mexicoschools.net](http://www.mexicoschools.net/) by clicking District Information and then Employment Opportunities. To view available openings and/or apply for a position with Mexico School District No. 59, please the link and choose the position you are certified for.