



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

---

**Job Title:** Principal  
**Reports to:** Superintendent

## **Purposes and Objectives of the Position:**

The school principal is the educational leader of the school and assumes the responsibility of promoting safety, providing equity and access to the curriculum, expecting academic success for all students, and allocating and managing resources to support instruction.

## **Qualifications:**

- Master's degree with School Principal or Professional School Principal certification and additional certification coverages as required by law or rule of the State Board of Education.
- Minimum three years successful experience as a building-level administrator (preferred).
- Minimum three years successful experience as a certified teacher.

## **Duties and Requirements:**

### **Vision**

- Deepens understanding of standards and engage faculty, students, parents, and community members to understand the standards and the vision of academic success aligned to college- and career-readiness.
- Meets one-on-one, in teams, and as a whole faculty to reinforce high expectations for students and staff, develop plans to achieve the visions and standards, review with evidence progress toward the goals, and identify exemplars of the vision in action and barriers to it.
- Demonstrates through daily decisions and actions that the school's priority is academic success for every student.
- Functions collaboratively with the Building Leadership Team to assess school needs.
- Monitors the implementation of effective instruction to meet the needs of all students.

### **Climate**

- Be present in classrooms and learning communities frequently to lend support to teachers and keeps abreast of their professional learning and instructional needs.
- Creates school-wide and team norms and expectations for collective responsibility for student success.
- Celebrates success as well as opportunities for growth.
- Eliminates barriers and distractions that interfere with effective teaching and learning.
- Builds a culture of pride, trust, and respect.
- Implements and monitors an effective approach to bullying prevention.

### **Improving Instruction**

- Sets clear goals with individuals, teams, and the whole faculty for student achievement and effective instruction aligned with the vision for academic success.
- Engages teachers in visiting one another's classrooms to promote transparency and shared expertise and to increase consistency and learning opportunities across classrooms, subjects, and grade levels.
- Quickly and proactively addresses problems in instruction and student learning.

### **People, Data, and Processes**

- Hires and retains highly qualified and effective employees.
- Hires teachers with deep content knowledge, competence in pedagogy, and understanding of pedagogical content knowledge; provides intensive mentoring to new staff members to bring them up-to-date with other staff to prevent gaps in student learning.
- Taps the expertise of teachers who have solved persistent instructional problems and supports sharing of these practices and ongoing inquiry among staff.
- Uses data to inform decisions and instruction, professional learning, performance, and student learning.
- Analyzes the scope of change required within their school and classrooms to select and implement appropriate leadership practices to improve instruction and student learning.
- Reflects on competing priorities and focuses attention on those that will have the greatest leverage in improving instruction and learning while simultaneously working with colleagues and supervisors to eliminate or diminish those that interfere with instructional leadership.
- Collaborates with peers, staff, and supervisors to clarify priorities for student and staff learning.
- Manages and supervises the school's financial resources, including the preparation of the school's budget, the monitoring of internal accounts, and the review and approval of purchases and payments for all goods and services received.
- Maintains appropriate records related to pupil attendance, instructional and non-instructional school-based personnel, and property inventories and ensures the accuracy and timeliness of all school reports.
- Provides effective communications with and seeks input from parents, teachers, students, and the community via systematic processes.
- Keeps fully abreast of and diligently enforces appropriate federal, state, and local statutes; and complies with audit requirements, School Board policies and administrative directives.
- Meet with the superintendent yearly for an annual evaluation.
- Prepares monthly Admin Report for BOE to be shared via Board Docs during each regular board meeting.
- Perform other related duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.