



New Mexico Academy for the Media Arts

4401 Central Ave. NE, Bldg. #2 Albuquerque, New Mexico 87108

Phone: (505) 243-1957 Fax: (505) 268-1651

JOB DESCRIPTION: SECONDARY PRINCIPAL
REPORTS TO: GOVERNING COUNCIL

SUMMARY: Manages all resources at the school including personnel, time, budget, equipment and materials.

ESSENTIAL FUNCTIONS: Incumbent must achieve the following outcomes with or without reasonable accommodation:

- Supervises the development, implementation and maintenance of school policies and procedures.
- Supervises the coordination and implementation of school instructional program and ancillary and operational support programs at the school level and assists in their development.
- Serves as instructional leader at the school.
- Monitors school activities and policies for adherence to all school, state and national regulations.
- Assesses appropriateness of school services and programs.
- Makes changes in programs, personnel, facilities, materials and equipment following school policies.
- Encourages staff, students and community contributions to the school development whenever appropriate.
- Evaluates the work of school staff following school procedures and provides reports as required and provides or cooperates in staff member recognition or problem remediation as requested or required.
- Designs in-service training and staff-development programs at the school and conducts school staff meetings.
- Assists in the recruitment and selection of applicants for school-based positions.
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities.
- Develops and maintains student discipline procedures following established guidelines.
- Develops budget recommendations for the school and manages all funds allocated to or generated at the school site.
- Supervises the development and maintenance of a school environment that is conducive to learning and appropriate to the maturity and interests of students.
- Establishes policies and procedures to ensure the safety of students, staff, facilities and equipment.
- Supervises the preparation and maintenance of all records and reports as required at the school.
- Supervises the Assistant Principal(s) in the areas of curriculum, attendance, building and grounds, and discipline. *Currently, Media Arts does not employ an Assistant Principal.*

DUTIES: In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the NM Academy for the Media Arts.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, school policy and administrative regulations.
- Shares the responsibility for the supervision and care of school inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.

The New Mexico Academy for the Media Arts (f.k.a. Media Arts Collaborative Charter School) offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts. We prepare our graduates for positions in the media industries and for the rigor of post-secondary education.

- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES: The minimum expectations for this job are as follows:

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Knowledge of NMAMA community, computer system, financial and legal requirements.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Three years of teaching experience.

EDUCATION AND LICENSURE: The minimum requirements for this job are as follows:

- Bachelor's degree in Education or equivalent.
- Valid State Department of Education administrative licensure.
- Satisfactory completion of pre-employment physical examination.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The incumbent works with various NMAMA staff members in a team environment including the administrative staff, State Department personnel, NMAMA legal counsel, parents, students, advocates and others outside the school.
- Frequent interactions with people in person and on the phone will be necessary.
- Travel will be necessary.
- Duties are primarily performed in a normal school environment.

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 with or without reasonable accommodation:

- The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee will escort students around campus.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about assigned locations unaided during the work day.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job.

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