

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Principal, University of Nebraska HS	Job Family:	Job Family Zone:
Position Number: new	Department Name: UNHS	SAP Organization Unit Number:
Employee's Name: Barry Stark	Date of Last Update: 3/28/2014	Title of Supervisor: Director
SAP Personnel #:	Last Updated By: Barry Stark	Name of Supervisor:

Position Summary

The Principal manages the daily operation of the UNHS, including responding to phone/e-mail inquiries; attending weekly or bi-weekly meetings (Leadership; Op Team; Customer Service.) Completes comments for marketing for newsletters, develops, revises and submits data for administrative and regulatory records (NU; NDE; AdvancED; NCAA; other.) Determines response to extension or proctoring requests. Develops, reviews, revises, or deletes academic policies as necessary. Works with teachers to address/resolve/clarify any internal concerns. Approves teachers' payroll and completes teacher evaluation monthly. Works with Academic Advisor when a credit or transcript issue needs a final decision. Approve leave time for high school teachers; meets with Director regularly.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Respond to e-mails or phone inquiries; (Schools, parents, NCAA, NDE, Groups or Associations, etc.); appeals (grades, plagiarism, complaints, transferred credit); verification of enrollment or course completion; teacher inquiries or concerns; Customer Service referrals; Teacher communication, updates or professional development (via e-mail)	50	X
Complete/Submit required records (NDE; NCAA; AdvancED; Schools or Organizations through whom we want our courses offered).	30	X
Attend meetings locally, state-wide or nationally to share/inform about UNHS or for professional development; meet with state officials to inform, promote or seek support for the UNHS	20	X

Zone Definition Factors

Nature/Complexity of Work

Required record-keeping and submission to state and federal agencies; student and/or parent conflict resolution; attending meetings/conferences; awareness and familiarization of education-related legislation; respond to (other) school inquiries about UNHS; communicating with schools, companies or agencies seeking information about UNHS; serving as member and attending all meetings of the Leadership and Operations Teams; responsible for seeing that all state, national, and NCAA accreditation standards are met; leads the UNHS in the accreditation process (every 5 years); hires and (when necessary) terminates teachers; serves as a member of UNHS staff hiring team; resolves day-to-day issues that may occur.

Problem Solving/Decision-making

Must exercise the problem-solving and decision-making skills needed for educational, administrative and personnel issues or situations that arise. This position prioritizes own work day according to departmental work load and timelines. At peak time this position may prioritize staff members workday to meet departmental timelines. Staff schedules, vacation leave, overtime and adjustment in duties assigned when staffing levels change.

Strategic Impact

Provides input and/or decision-making that affects the short and long-range strategies and planning of the UNHS. Important representative for the school in local, regional and national conferences.

Know How

Administrative credentials, knowledge and successful experience in serving as a high school administrator is required.

Technical Know How

Knowledge and application of the LMS, SIS and other programs that are utilized by the principal are required.

Interactions

Works closely with the Director, Academic Advisor, Marketing Specialist, Recruiter, Customer Service Department. Also interacts with the Instructional Design/Development Team and Information Services Team. Interacts with student, parents and school administrators.

Leadership (where applicable)

Supervision of Teaching Staff and the Academic Advisor

Supervision

This position exercises Direct **Supervision** over 23 Staff Members

This position receives Direct, **Supervision*** from Director

{*This is based on level of proficiency and years of service.}

Minimum Qualifications

LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:

Master's degree with Principal endorsement in K-12 or 7-12 plus seven years of experience as a secondary principal. Experience with state, national, and NCAA accreditation standards, preferred. Competency in computer/ PC skills essential. Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								<i>Indicate intermittent or constant</i>		
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	x	_____
Stand	0	1	2	3	4	5	6	7	8	x	_____
Walk	0	1	2	3	4	5	6	7	8	x	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	As needed	_____
Explain											

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	_____	_____	_____
Bending	x	_____	_____
Kneeling	_____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	x	_____	_____
➤ Forward	x	_____	_____
➤ Low	x	_____	_____
Twisting	x	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	x	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L,C,P,PL	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	x
Filing	_____	_____	x
Other Explain: Operation of a computer mouse	_____	_____	_____

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesies. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

____ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

____ May provide incidental guidance to others. [1]

____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment=	
Authorization:	Name:	Date:
Human Resources		
Supervisor:		
Administrator:		

