

TITLE: **Principal**

QUALIFICATIONS:

1. Minimum of a Master's Degree in School Administration
2. Minimum of three years teaching experience
3. Such alternatives or additional qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: Local school faculty and staff members

JOB GOALS: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

JOB DUTIES

1. Establish and maintain an effective learning climate in the school.
2. Initiate, design, and implement programs to meet specific needs of the school.
3. Keep the superintendent informed of the school's activities and problems.
4. Make recommendations concerning the school's administration and instruction.
5. Prepare and administers the school's budget and supervises school finances.
6. Supervise the maintenance of all required building records and reports.
7. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
8. Work with various members of the central administrative staff on school problems of more than in-school importance, such as transportation, and special services.
9. Interpret and enforces district policies and administrative regulations.
10. Maintain active relationships with students and parents.
11. Budget school time to provide for the efficient conduct of school instruction and business.
12. Lead in the development, determination of appropriateness, and monitoring of the instructional program.
13. Approve the master teaching schedule and any special assignments.
14. Schedule classes within established guidelines to meet student needs.
15. Assist in the development, revision, and evaluation of the curriculum.
16. Supervise the guidance program to enhance individual student education and development.
17. Keep supervisor informed of events and activities of an unusual nature, as well as, routing matters related to the supervisor's accountability.

18. Maintain high standards of student and enforces discipline as necessary, according due process to the rights of students.
19. Establish guides for proper student conduct and maintaining student discipline.
20. Attend special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
21. Maintain and controls the various local funds generated by student activities.
22. Supervise the maintenance of accurate records on the progress and attendance of students.
23. Assume responsibility for the attendance, conduct, and maintenance of the health of the students.
24. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
25. Supervise all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
26. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and support staff.
27. Supervise the school's teaching process.
28. Orient newly assigned staff members and assists in their development, as appropriate.
29. Evaluate and counsel all staff members regarding their individual and group performance.
30. Conduct meetings of the staff as necessary for the proper functioning of the school.
31. Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instruction.
32. Recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory.
33. Assume responsibility for the safety and administration of the school plant.
34. Supervise the daily use of the school facilities for both academic and nonacademic purposes.
35. Plan and supervise monthly fire drills and an emergency preparedness program.
36. Assert leadership in times of civil disobedience in school in accordance with established Board policy.
37. Provide for adequate inventories of property under school jurisdiction and for the security and accountability for that property.
38. Supervise all activities and programs that are outgrowths of the school's curriculum.
39. Supervise and evaluate the school's extracurricular program.

40. Participate in principals' meetings and such other meetings as are required by the superintendent or assistant superintendent are appropriate.
41. Serve as an ex-officio member of all committees and councils within his/her school.
42. Cooperate with college and university officials regarding teacher training and preparation.
43. Respond promptly to written and oral requests for information from the state department and central office.
44. Assume responsibility for all official school correspondence and news releases.
45. Establish and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
46. Serve as a member of such committees and attends such meetings as directed by the superintendent.
47. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.
48. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
49. Perform other duties as may be assigned.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all task an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED:4/16/19