

**SOUTH TIPPAAH SCHOOL DISTRICT
PRINCIPAL
JOB DESCRIPTION**

Qualifications:

Mississippi Administrator Certification

Reports To:

Superintendent

Job Goal:

Use leadership, supervisory, and administrative skills to promote the educational development of each student.

Performance Responsibilities:

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the Superintendent fully and completely informed of the school's activities and problems, including events and activities of an unusual nature as well as routine matters related to the Superintendent's responsibility to the Board and the community.
4. Makes recommendations to the Superintendent regarding the school's administration and its program of instruction.
5. Prepares and submits the school's budgetary requests, and monitors expenditure of funds.
6. Supervises the preparation and maintenance of all required records, reports, lists, and other paperwork pertaining to the school, its students, and its faculty and staff.
7. Works cooperatively with the district administrative staff to resolve school problems that impact the district's K-12 educational program.
8. Interprets to faculty and staff and enforces district policies and administrative regulations, assuming personal accountability for the observance of Board policies and administrative regulations by all personnel within the school.
9. Maintains an active, positive, and professional relationship with students and their parents.
10. Budgets school time to provide for the efficient conduct of school instruction and extracurricular activities.
11. Leads in the development and monitoring of the instructional program
12. Schedules classes within established guidelines to meet student needs.
13. Assists in the development, revision, and evaluation of the curriculum.
14. Supervises the guidance program to enhance individual student education and development.
15. Maintains high standards of student conduct and enforces discipline as necessary, according to Board policy and the due process rights of students.

16. Establishes guides for proper student conduct and maintaining student discipline according to district policy, and communicates same in a consistent and informative way to students and parents.
17. Maintains and controls various local funds generated by student and other school activities.
18. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
19. Supervises the maintenance of accurate records on the progress and attendance of students.
20. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
21. Keeps abreast of changes and development in the profession while assuming personal responsibility for his/her own professional growth and development as an administrator and leader.
22. Supervises all professional, paraprofessional, administrative, and support staff assigned to the school.
23. Assists in recruiting, screening, hiring, training, assigning, and evaluating the school's professional staff.
24. Supervises the school's teaching process.
25. Approves the master teaching schedule and any special assignments.
26. Orients newly assigned staff members, and assists in their development, as appropriate.
27. Evaluates and counsels all staff members with respect to their individual and group performance through a minimum of two formal evaluations each year.
28. Conducts staff meetings as necessary for the proper functioning of the school.
29. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
30. Makes arrangements for special conferences between parents and teachers.
31. Assumes responsibility for the safety and administration of the school plant.
32. Plans and conducts a safety program that may include fire drills, tornado drills, and an emergency preparedness program.
33. Provides for adequate inventories of school property and for the security and accountability of said property.
34. Supervises and evaluates the school's extracurricular programs.
35. Responds to written and oral request for information.
36. Cooperates with college and university officials regarding teacher training and preparator.
37. Assumes responsibility for all official school correspondence and news releases, and administers a successful information program in order to foster a positive school image and keep the community aware and responsive of activities.
38. Serves as a member of such committees and attends such meeting as directed by the Superintendent.
39. Submits personnel recommendations to the Superintendent.
40. Provides the superintendent a copy of all discipline reports on a weekly basis where a suspension is given.

41. Develops a plan for constant improvement in employee attendance.
42. Follows chain of command in all actions relating to the district.
43. Requires the use of technology as a teaching/learning tool in the classroom.
44. Maintains clean and safe facilities.
45. Provides Superintendent copies of school staff evaluation including absences.
46. Promotes high teacher morale within the school.
47. Enforces the rules and regulations of the Board of Trustees in his/her school in a fair and impartial manner.
48. Demonstrates a commitment to both a core knowledge and college preparatory environment.
49. Personally interact with parent groups to promote citizen participation in the schools as well as encouraging positive school-community relations.
50. Addressing drop-outs in our district schools is a priority. Inform Superintendent immediately of a drop-out situation.

Terms if Employment: According to Board Policy

Evaluation: Superintendent

Approved by: _____ Date: _____

Agreed to by: _____ Date: _____