

CLEVELAND SCHOOL DISTRICT  
POSITION DESCRIPTION

POSITION TITLE: **PRINCIPAL**

SUPERVISOR: SUPERINTENDENT, ASSISTANT/DEPUTY SUPERINTENDENT

PAYMENT RATE: CSD PAY SCALE

QUALIFICATIONS:

1. A minimum of a AA in School Administration; 486 Endorsement

ESSENTIAL FUNCTIONS:

1. Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
2. Monitors and evaluates progress toward accomplishment of system goals and objectives
3. Uses student data to identify program needs
4. Develops goals and objectives, programs and operations that are consistent with school system vision, mission, and goals
5. Ensures that unit and program plans are consistent with the system's strategic plan
6. Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
7. Communicates high expectations of students, staff, and parents/guardians
8. Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools
9. Selects and utilizes personnel to meet the needs of the school
10. Administers the finances and resources of the school with sound fiscal management and educational practices
11. Achieves maximum results for available resources and money spent
12. Protects instructional time through effective instructional leadership
13. Understands and utilizes the available technology of the school (The focus of technology is on student achievement.)
14. Emphasizes and relate the importance of the Mississippi Assessment System to students, faculty/staff, parents, and the community
15. Makes changes in the curriculum and instructional program based upon evaluation of student achievement data.
16. Establishes an effective plan for continuous improvement on the Mississippi Assessment System and revise the plan as needed
17. Establishes a plan for intervention based upon an evaluation of program needs
18. Maintains appropriate procedures for monitoring daily classroom assessments
19. Establishes an ongoing evaluation plan for monitoring classroom instruction

20. Leads and facilitates the instructional staff in ongoing and continuous analysis and planning for curriculum and instructional improvement
21. Selects effective staff to meet identified needs of the instructional program
22. Monitors teacher use of frameworks, blueprints, benchmarks, and rubrics for daily planning of instruction
23. Ensures alignment of all instructional materials to state frameworks, blueprints, benchmarks, and rubrics
24. Communicates and follows established procedures in the Mississippi Public School Accountability Standards and other applicable federal and state regulations
25. Formulates improvement plans based on most recent results of the Mississippi Accreditation Model
26. Demonstrates evidence of school improvement on the Accreditation and Growth components of the Mississippi Accreditation Model
27. Formulates plans for improvement based on established standards for growth under No Child Left Behind
28. Demonstrates evidence of school improvement on the growth standards set forth in No Child Left Behind
29. Follows all purchasing laws, statutes, and procedures
30. Implements an organized, systematic plan for determining budgetary needs for programs supervised
31. Maintains accurate financial statements
32. Maintains financial records according to established time lines and procedures
33. Follows established procedures for maintaining an appropriate fixed assets inventory
34. Approves expenditures within established budget allocations
35. Divides expenditures across the academic year
36. Supervises and maintain upkeep and cleanliness of facilities
37. Maintains accurate and organized records for student discipline
38. Follows district policies when administering student discipline
39. Insures those supervised administer disciplinary actions according to established policies
40. Develops a plan for insuring faculty and staff maintain appropriate and timely communication with parents concerning disciplinary referrals and actions
41. Monitors the discipline program at the school and maintain timely and appropriate communication between teachers and the administration
42. Implements and monitors the established school wide security plan
43. Establishes and monitors a plan for the continuous supervision of students
44. Monitors and evaluates classified personnel and programs
45. Administers and supervises extra-curricular activities
46. Uses appropriate grammar and syntax – verbal and written
47. Communicates pertinent information from meetings, conferences, and other sources in a timely and accurate manner
48. Provides a monthly calendar for communication with the Superintendent, faculty, and staff

49. Demonstrates courtesy and impartiality in relationships with faculty, staff, and other associates
50. Provides an opportunity for faculty and staff input and incorporate their recommendations into the decision-making process where appropriate
51. Communicates school and organizational goals to parents periodically throughout the school year
52. Listens effectively to the ideas, grievances, and complaints of parents and make a reasonable effort to resolve such issues
53. Informs the community about school and organizational goals throughout the school year
54. Provides current information on promotion/retention requirements , graduation requirements, and testing schedules
55. Communicates the special academic needs to parents such as being at-risk of failure on a required state test, etc.
56. Promotes parental involvement
57. Evaluates program needs and plan suitable professional development activities (Actively participates and contributes in meetings)
58. Participates in activities that will enhance administrative skills so as to promote the educational development of each student
59. Studies and follows district policies applicable to the operation of a school as established by the Board of Education
60. Follows any further rules or requirements as set forth by the Superintendent of Education
61. Performs any other tasks as required by the Superintendent of Education, the Assistant Superintendent, and the designee of the Superintendent
62. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

12 Months

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Mississippi Statutes and Board of Education Policy.

**APPROVED:** 7/8/2015