



Marshall County School District

Principal Job Description

JOB GOALS:

- To support the delivery of the Marshall County School District's written, taught, tested, and reported curriculum and contribute to maximizing student achievement.
- To ensure the reflection and communication of a positive image and attitude toward decisions and functions of the district as they relate to the public, staff, parents and students.
- To provide on-site administration and execution of the district educational programs, policies, and regulations; development of school mission goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

QUALIFICATIONS:

1. Holds current MS Educator License with Administrator endorsement (486).
2. Demonstrates proficiency in oral and written communication.
3. Has a minimum of 3-5 years of successful teaching experience.
4. Administrative experience required
5. Displays ability to establish and maintain a positive rapport with students, staff, parents and the public.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
2. Formulates (frames) the school's mission and objectives related to district goals
3. Develops instructional activity in the school in accord with state accreditation standards and district administrative guidelines

4. Manages school activities to avoid interruption of the required school days and restraining interruptions of the classroom setting
5. Schedules student activities at times which do not disrupt classroom instruction
6. Involves teachers, parents, and members of the student body in planning for and solving disciplinary problems
7. Distributes written rules to parents, teachers, and students about school disciplinary procedures and other pertinent school information annually
8. Monitors and reports to the central office, the local school board, and the community the extent to which students are mastering the objectives in each subject area for which grades are given annually
9. Monitors teacher and support staff progress towards achieving appropriate program objectives by regular checks of daily lesson plans
10. Provides collegial/collaborative structure for decision making through supportive assistance in-line/staff relationships
11. Provides a systematic method of collective data on breaches of discipline and uses the data in planning to improve the disciplinary system in the school
12. Makes sufficient random sample visits to classroom teachers to determine if daily lesson plans are in use as developed
13. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
14. Formally reviews each teacher's objectives for the semester/year
15. Has an organized system of commending individual staff members and the unit's work force as a whole for accomplishment
16. Coordinates the work of instructional support staff members with the overall instructional plan of the school
17. Ensures that a variety and sufficient quantity of resources is available and used by the school staff to carry out the local instructional management plan
18. Develops instructional activities in the school in accord with district administrative guidelines
19. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees
20. Requires that the local instructional management plan is in use in all classrooms
21. Makes notations of the quality of individual teacher planning directed at achieving stated goals and holds conferences with teachers if inadequate planning activity is found
22. Provides specific training activities to help teachers effectively address school disciplinary problems
23. Utilizes state instruments proficiently to appraise performance of teachers
24. Shows evidence of using exemplary teacher practices as models for staff development
25. Provides specific training activities to help classroom teachers and support staff improve instructional practice where found to be inadequate
26. Inspects the site and reports needs (ensures cleanliness, etc.)
27. Recommends employment of personnel

28. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
29. Uses apportioned funds properly to maintain equipment used as part of the instructional program
30. Administers records and reports as required by the district, State Department of Education, and federal guidelines
31. Trains teachers in methods of using formative and summative evaluation to evaluate pupil progress
32. Uses data acquired from test analysis per lesson/skill sequence as a guide for decisions about re-teaching individual students or instructional concepts to correct identified weaknesses
33. Implements a drop-out prevention plan in the school
34. Reports the results obtained from teacher-made tests at the end of each grading period
35. Emphasizes practices which encourage regular pupil attendance
36. Has an organized system of commending individual students and the student body as a whole for growth in positive attitudes where such occurs
37. Attends school board meetings to obtain firsthand knowledge of board actions and postures
38. Performs other duties as assigned

OTHER DUTIES: Performs all other duties as assigned.

TERMS OF EMPLOYMENT:

The position works 235 days with the salary established by the Board of Education

Qualified applicants should reach out to Dr. Carrie Skelton, Superintendent of Education at cskelton@mcshools.us regarding this position.

Marshall County School District does not discriminate in its policies and practices with respect to hiring, compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.