



Simpson County School District JOB/POSITION DESCRIPTION



Position Title: Principal- Mendenhall Elementary (2022-2023)
Department: School Level- Administration
Reports to: Superintendent
Status: Certified (**Overtime Exempt**)

SUMMARY

To provide on-site administration and execution of the district goals, 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:

- Master's Degree or higher, with a major in Educational Administration
- Minimum class AA state certificate in school administration
- A valid state license to practice as a school principal with an endorsement for all grades under supervision; 486 endorsement code.
- 3 years of successful experience as a classroom teacher
- 5 years' experience in educational administration
- Knowledge of Education Employment Procedures Law and related due process procedures
- Alternative and supplemental requirements as the Superintendent and the School Board may find appropriate and necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers and submits records, plans, and reports as required by the district, State Department of Education, and federal guidelines
- Devises, implements, and articulates a strategic plan for achieving school goals
- Attends school board, district, staff, and other meetings and serves on committees
- Communicates policies, procedures, and expectations to faculty, staff, students, and parents
- Conducts all pupil promotion and retention activities in the school under guidelines established by the School Board
- Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
- Develops programs to include teacher, student, and community input into the decision-making process
- Supports and implements the district's instructional management plan and professional development plan
- Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
- Evaluates instruction
- Formulates (frames) the school's mission and objectives related to district goals
- Has an organized system of commending staff and students, both individually and collectively, for accomplishment
- Informs staff of their duties and responsibilities
- Inspects the site and reports needs (ensures cleanliness, etc.)
- Maintains inventories
- Maintains student discipline
- Manages and supervises school activities to avoid interruption of the school day
- Organizes and supervises student services (registration, scheduling, programming, attendance,

- grade reports, guidance reports, and local, state, and federal reports)
- Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
- Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
- Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
- Provides for the health, safety, and welfare of staff and students at all times
- Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
- Provides specific training activities to help classroom teachers and support staff improve instructional practice were found to be inadequate
- Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
- Recommends, supervises, and evaluates personnel
- Supervises extracurricular activities
- Uses funds properly to maintain equipment and supplies
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent and Supervisor

SUPERVISORY RESPONSIBILITIES:

Supervises **ALL** personnel including certified and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site.

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

12 months; 240 days Salary based on the Simpson County School District's Approved Scale.

SALARY RANGE:

\$ 75,000- \$99,301

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD DATE:

Reviewed and agreed to by: _____ Date _____