



South Pike School District School Principal Job Description

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| Title: | School Principal |
| Qualifications: | Minimum of an AA in School Administration Minimum of three (3) years teaching experience Minimum of three (3) years of serving in a leadership role |
| Reports To: | Superintendent of Education, the Assistant superintendent and/or the Superintendent's designee |
| Job Goal | To provide leadership and supervision through administrative skills so as to promote the educational development of each student. |

Mission and Goals

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school systems vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals and objectives, programs and operations that are consistent with school system vision, mission and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff and parents/guardians
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of the school
- Administers the finances and resources of the school with sound fiscal management and educational practices
- Achieves maximum results for available resources and money spent

- Protects instructional time through effective instructional leadership
- Understands and utilizes the available technology of the school (The focus of technology is on student achievement.)

Assessment and Student Performance

- Emphasizes and relate the importance of the Mississippi Assessment System to students, faculty/staff, parents and the community
- Makes changes in the curriculum and instructional program based upon evaluation of student achievement data
- Establishes and effective plan for continuous improvement on the Mississippi Assessment System and revise the plan as needed
- Establishes a plan for intervention based upon an evaluation of program needs
- Maintains appropriate procedures for monitoring daily classroom assessments
- Establishes an ongoing evaluation plan for monitoring classroom instruction
- Leads and facilitates the instructional staff in ongoing and continuous analysis and planning for curriculum and instructional improvement
- Selects effective staff to meet identified needs of the instructional program
- Monitors teacher use of frameworks, blueprints, benchmarks, and rubrics for daily planning of instruction
- Ensures alignment of all instructional materials to state frameworks, blueprints, benchmarks and rubrics

Accreditation Standards

- Communicates and follows established procedures in the Mississippi Public School Accountability Standards and other applicable federal and state regulations
- Formulates improvement plans based on most recent results of the Mississippi Accreditation Model
- Demonstrates evidence of school improvement on the Accreditation and Growth components of the Mississippi Accreditation Model
- Formulates plans for improvement based on established standards for growth by the Mississippi Department of Education

- Demonstrates evidence of school improvement on the growth standards set forth by the Mississippi Department of Education

Fiscal Management

- Follows all purchasing laws, statutes, and procedures
- Implements an organized systematic plan for determining budgetary needs for programs supervised
- Maintains accurate financial statements
- Maintains financial records according to established time lines and procedures
- Follows established procedures for maintaining an appropriate fixed assets inventory
- Approves expenditures within established budget allocations
- Divides expenditures across the academic year
- Supervises and maintain upkeep and cleanliness of facilities

Student Discipline

- Maintains accurate and organized records for student discipline
- Follows district policies when administering student discipline
- Insures those supervised administer disciplinary actions according to established policies
- Develops a plan for ensuring faculty and staff maintain appropriate and timely communication with parents concerning disciplinary referrals and actions
- Monitors the discipline program at the school and maintain timely and appropriate communication between teachers and the administration

Supervision

- Implements and monitors the established school wide security plan
- Establishes and monitors a plan for the continuous supervision of students
- Monitors and evaluates classified personnel and programs
- Administers and supervises extra-curricular activities

Communication

- Uses appropriate grammar and syntax—verbal and written

- Communicates pertinent information from meetings, conferences and other sources in a timely and accurate manner
- Provides a monthly calendar for communication with the Superintendent, faculty and staff
- Demonstrates courtesy and impartiality in relationships with faculty, staff and other associates
- Provides an opportunity for faculty and staff input and incorporate their recommendations into the decision making process where appropriate

Parents and Community

- Communicates school and organizational goals to parents periodically throughout the school year
- Listens effectively to the ideas, grievances, and complaints of parents and make a reasonable effort to resolve such issues
- Provides current information on promotion/retention requirements, graduation requirements and testing schedules
- Communicates the special academic needs to parents such as being at-risk of failure on a required state test, etc.

General Responsibilities

- Participates in activities that will enhance administrative skills so as to promote the educational development of each student
- Studies and follows district policies applicable to the operation of a school as established by the Board of Education
- Follows any further rules or requirements set forth by the Superintendent of Education or his designee
- Performs any other tasks as required by the Superintendent of Education, Supervising Principal, or the designee of the Superintendent

Terms of Employment: Twelve months a year. Salary and work year will be established by the Board of Education

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

School Principal's Signature _____