

VICKSBURG WARREN SCHOOL DISTRICT
JOB DESCRIPTION

Title:	High School Principal
Reports to:	Deputy Superintendent
APPROVAL DATE:	December 20, 2012

JOB GOAL: To Improve Academic Achievement of Students

SUPERVISORY RESPONSIBILITY: Teachers and school staff

ESSENTIAL DUTIES AND RESPONSIBILITIES - *include but not limited to:*

- Defines the school mission and goals with faculty and staff.
- Communicates effectively and gains support for goals within the school and the community.
- Sets high expectations and performance standards that lead to the attainment of school and district goals.
- Identifies and analyzes relevant information before making decisions or committing resources.
- Provides incentives for both teachers and students to excel.
- Serves as a model of professionalism and communicates educational values.
- Identifies areas for instructional and program development through the collection and interpretation of student and school data. Plans and prepares, with teacher input, the master schedule and directs the scheduling of individual students.
- Involves others effectively in the improvement of curriculum and instruction. Evaluate the previous year's instructional program.
- Evaluates professional and support staff constructively. Recommends remedial assistance and dismissal of incompetent and unsatisfactory personnel.
- Coaches, guides, and/or assists teachers in enhancing their instructional effectiveness.
- Engages in and promotes a program of ongoing professional development, including participation in professional organizations.
- Selects and assigns appropriate personnel for the effective delivery of the school program.
- Plans and prepares an appropriate budget and manages funds effectively in accordance with district guidelines.
- Seeks, allocates, and maintains records for appropriate resources (materials, money, equipment, and time) to support the school program.
- Implements school programs within the confines of the district's goals and policies.
- Identifies rules, guidelines, and procedures for total school operation and accepts responsibility for student, teacher, and staff compliance.
- Develops effective discipline and attendance policies collaboratively.
- Interprets and administers the School Board and State Department of Education policies and procedures on students' rights and discipline.
- Communicates effectively with students, parents, and the community and gains their support for school goals, programs, and policies.

- Provides students, parents, and the community with an appropriate voice in the school's decision-making process to enhance the quality of education.
- Involves parents and the community in the activities of the school to build a sense of shared responsibility for the quality of education being provided.
- Other duties as assigned.

QUALIFICATIONS: The applicant will meet the legal requirements for principals in Mississippi and possess a Master's and/or Advanced Degree in educational administration or possess the required endorsements of Mississippi Department of Education (MDE) to lead a school. The applicant will perform administrative tasks which promote an exemplary educational program. Applicants must possess the language skills and reasoning ability needed to perform successfully in the essential functions of the job. Administrative experience is preferred but not required.

EDUCATION AND EXPERIENCE

- **LANGUAGE SKILLS**

Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

- **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- **OTHER SKILLS and ABILITIES**

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

- **WORK ENVIRONMENT**

The employee will work in an environment adhering to school board policy. This position may require work hours that vary as a result of evening activities or emergencies. In addition, job requirements may require work on weekends, holidays and attendance at meetings.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct in compliance with the Mississippi Code of Ethics. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to VWSD policy, unlawful activities, or any other conduct which is seriously prejudicial to the school district.

CLASSIFICATION UNDER FSLA

Exempt

FUNDING SOURCE

General Fund

TERMS OF EMPLOYMENT

240 DAY

I, _____, hereby verify that I understand that my signature on this Position Description indicates that I have received a copy, read it, and had an opportunity to discuss its content with my supervisor.

Employee's signature

Date

Supervisor's signature

Date