



*Striving for Academic Excellence, Together!*

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**High School Principal**  
***West Bolivar High School***

**Qualifications**

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

**Reports To**

- Superintendent

**Supervises**

- Teaching 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

**Job Goal**

- 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.

**Duties & Responsibilities**

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

1. Administers and submits records, plans, and reports as required by the district, State Department of Education, and federal guidelines
2. Devises, implements, and articulates a strategic plan for achieving school goals
3. Attends school board, district, staff, and other meetings and serves on committees
4. Communicates policies, procedures, and expectations to faculty, staff, students, and parents
5. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees

**Board of Trustees:**

*Ruby Miller (Dist. 1), Charlie Jackson (Dist. 2), Keith Thomas (Dist. 3), & Rose Tate (Dist. 4), Jacqueline Lloyd (Dist. 5)*

6. Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
7. Develops programs to include teacher, student, and community input into the decision-making process
8. Supports and implements the district's instructional management plan and professional development plan
9. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
10. Evaluates instruction
11. Formulates (frames) the school's mission and objectives related to district goals
12. Has an organized system of commending staff and students, both individually and collectively, for accomplishments
13. Informs staff of their duties and responsibilities
14. Inspects the site and reports needs as they arise (ensures cleanliness)
15. Maintains inventories
16. Maintains student discipline
17. Manages and supervises school activities to avoid interruption of the school day
18. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
19. Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
20. Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
21. Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTA)
22. Provides for the health, safety, and welfare of staff and students at all times
23. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
24. Provides specific training activities to help classroom teachers and support staff improve instructional practice were found to be inadequate
25. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
26. Recommends, supervises, and evaluates personnel
27. Supervises extracurricular activities
28. Uses funds properly to maintain equipment and supplies
29. Demonstrates prompt and regular attendance
30. Supports the District's Mission, Vision, & Strategic Plan
31. Performs other duties as assigned

## **Evaluation**

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Apply:** <https://westbolivar.tedk12.com/hire/ViewJob.aspx?JobID=269>