

PRINCIPAL – HIGH, MIDDLE, OR ELEMENTARY SCHOOL

QUALIFICATIONS:

- Valid State of Mississippi license with an administrative endorsement (486)
- Documented successful administrative experience in a high-poverty, low-performing school
- Experience in maintaining a Successful or High-Performing school
- Experience mentoring, coaching, and providing feedback to teachers on classroom instruction in public schools
- Experience analyzing and using student achievement data for instructional purposes
- Extensive knowledge and experience in the use of assessment and assessment data to inform classroom instruction and prescribe work plans for individual teachers
- Demonstrate ability to plan and evaluate strategies for improving classroom instruction
- Extensive knowledge of the Accountability Model
- A documented record of exemplifying high ethical standards, professional conduct, and trustworthiness as outlined in the Mississippi Code of Ethics
- Knowledge of computers, related technology, and software
- Prefer experience as a building level administrator for 3 or more years
- Prefer experience as an effective elementary classroom teacher for 5 or more years
- Other necessary requirements as stipulated by the Board of Education and the State Department of Education

REPORTS TO:

Superintendent, Assistant Superintendent

SUPERVISES:

All assigned administrative, certified, and classified personnel

JOB SUMMARY:

Under the general supervision of the Superintendent of Schools, to provide leadership and supervision in administering the educational program of a school in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law.

ESSENTIAL FUNCTIONS:

- Maintains a success or higher rating on all state, district, and school-level assessments
- Ensures that the school meets growth in Language Arts and Mathematics
- Leads in the development and implementation of the district's focus, vision, mission, goals and strategies that emphasize student learning
- Leads the development and implementation of annual, data-driven school improvement plans, strategic plans and school-wide plans
- Advocates, nurtures, and sustains a school climate and culture conducive to teaching and learning
- Provides leadership in curriculum development and the instructional program
- Creates an environment of collaboration among all stakeholders
- Monitors instruction on a daily basis
- Promotes and leads professional development of staff
- Maintains a safe, disciplined and respectful environment for staff and students
- Ensures that students meet their growth targets
- Analyzes data and reports results in a timely manner
- Celebrates school and student improvement and achievement
- Sets high standards for faculty and student performance
- Delegates leadership to assistant principal or designee
- Effectively implements the Professional Growth System (PGS) Process
- Effectively implements the Multi-Tiered Support System (MTSS) Process
- Keeps classroom interruptions to a minimum.
- Establishes routines and procedures that contribute to teaching and learning
- Expects teachers to keep students actively engaged in meaningful classroom activities
- Works cooperatively with all members of the Forest Municipal School District Staff
- Assumes responsibility for the implementation and observance of all board policies and regulations by the school's staff and students
- Supervises all professional, paraprofessional, administrative, and non-professional personnel attached to the school
- Plans and supervises fire drills, tornado drills, and an emergency preparedness program
- Responds to written and oral requests for information in a timely manner.
- Attends administrative staff meetings
- Punctual to work each day
- Orientates newly assigned staff members
- Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory
- Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property
- Assumes responsibility for all official school correspondence and news releases.
- Plans and implements master scheduling
- Supervises building maintenance, budgeting, the student activity account and expenditures, and the preparation of all school reports

- Oversees the assignment of substitute teachers through the contractor
- Adequately maintains skills related to the use of technology
- Insures parental and community involvement in school improvement
- Responsible for insuring that every employee under his/her supervision follows the district's policy on overtime and the requirements of the Wage and Hour Act
- Responsible for insuring that the district's fixed asset procedures are followed
- Performs other related tasks as assigned by the Superintendent and other central office administrators as designated by the Superintendent

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EVALUATION:

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

My signature below indicates that I am aware of the responsibilities of this job. I understand that I am required to maintain a high standard of professional conduct and that engagement in any acts that are contrary to the Forest Municipal School District Board Policy or harmful to the district are grounds for dismissal.

Signature of Employee

Date