



Mobile County PUBLIC SCHOOLS

Job Description Title – PRINCIPAL

SUPERVISED BY/REPORTS TO: Designated Assistant Superintendents or their designees.

FLSA: Exempt

SUMMARY:

To serve as the chief administrator of the school. Performs difficult, professional, and administrative work related to the overall administration of the total school program at assigned location by providing educational leadership for students and staff consistent with MCPSS District goals; does related work as required. Supervision is exercised over school personnel and students.

QUALIFICATIONS:

- Must have a valid Alabama Certification in Educational Administration, Educational Leadership, or Educational Supervision.
- Must have a minimum of three (3) full years of satisfactory teaching experience.
- Must provide three (3) letters of professional reference within the last three years (one from current, immediate supervisor; the other two from other supervisors or colleagues who are knowledgeable about work experience and performance).
- Must provide official transcript(s) for all degrees and administrative courses.
- Must submit all qualifications and credentials by the established advertised deadline.
- Must submit a resume to the online application.
- Must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills, and abilities required.
- Ability to meet suitable criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to be punctual and maintain regular attendance.
- Preferred – A minimum of two years of school site administrative experience.

KNOWLEDGE SKILLS AND ABILITIES:

Thorough knowledge of state and federal education laws, regulations and procedures related to instructional services including litigation; thorough knowledge of the practices, methods, and techniques used in the administration and supervision of all programs in the school; and the ability to work independently. Must be familiar with computers, email, internet, and software such as the Microsoft Office and technology relative to instruction and administration.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to read and interpret professional journals. Ability to write routine reports and educational correspondence. Ability to speak effectively before groups of parents, students, and faculty. Ability to effectively present information and respond to questions from faculty, staff, parents, students, and the public.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit.

REASONING ABILITY:

Ability to identify and define complex problems and situations, collect and interpret data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

SUPERVISORY DUTIES:

Responsible for the supervision of other administrators, teachers, students, and other District employees at an assigned campus. Carries out supervisory responsibilities in accordance with the district's policies and procedures and applicable laws. Responsibilities include, interviewing employee applicants, training employees; planning, assigning, and directing work; appraising performance; rewarding and correcting employees; addressing complaints and resolving problems; serving as lead administrator of the school site.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following duties are normal for this job and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

CURRICULUM AND INSTRUCTION

1. Responsible for visiting classrooms, conferring with teachers, giving leadership in curriculum improvement, and assisting with the selection and use of instructional materials.
2. Responsible for the implementation of the total school curriculum.
3. Responsible for evaluating the instructional techniques of the teaching staff.
4. Responsible for the school co-curricular programs and all activities and programs that are the outgrowth of the school curriculum.
5. Designs and implements directed systemic intervention both during and after school hours.

STAFF PERSONNEL

1. Responsible for planning programs, schedules, and assignment of staff duties.
2. Responsible for the major responsibilities of screening, hiring, assigning, evaluating, and dismissing the school staff.
3. Responsible for the supervision of and coordination of the food service, custodial, and office personnel.
4. Manages and supervises the effective use of personnel, conducts annual performance appraisals according to district policies, and makes recommendations for appropriate employment action.
5. Assigns and supervises special tasks and assignments for all school personnel.
6. Monitors, investigates, and documents employee problems, then pursues appropriate solutions such as conferencing with the employee and documenting said conference.
7. Performs and promotes all activities in compliance with equal opportunity and nondiscrimination policies of the school board, state, and federal government.

STUDENT MANAGEMENT AND SCHOOL CLIMATE

1. Responsible for the implementation of established guidelines for student conduct.
2. Responsible for coordination of athletic, non-athletic, co-curricular, and extracurricular transportation needs. Responsible for the supervision of after school activities.
3. Responsible for the organization, implementation, and oversight of a fair, consistent system of student discipline.
4. Responsible for scheduling and assigning students for instruction. Responsible for appropriate student placement and services.
5. Responds to, and appropriately handles, complaints of parents/guardians in a timely manner.
6. Responsible for communicating with parents and guardians and keeping parents and guardians informed of attendance and behavior problems of their students.
7. Provides a climate of high expectation for staff and students with a focus on learning and results.

8. Identifies day-to-day challenges in the classroom, recognizes barriers to program delivery and collaborates with staff to address these challenges.
9. Revises the Teacher Handbook and Student Handbook annually.
10. Supervises the guidance program to ensure individual student educational and developmental needs are met.

FINANCE

1. Responsible for planning the budgets, requisitioning equipment, books, and supplies within the funds allocated; conducts inventory of school equipment and books as assigned.
2. Responsible for the control, supervision, and approval of all student activity budgets and fund expenditures.
3. Adheres to state statutes, and system policies relating to accounting to ensure judicious management of school funds.
4. Takes responsibility for securing, maintaining, and managing material resources.

SCHOOL BUILDINGS AND EQUIPMENT

1. Responsible for the supervision of the maintenance of school buildings, grounds, and equipment.
2. Regularly inspects buildings and grounds.
3. Communicates needs to the appropriate school personnel and District staff.
4. Maintains accountability of property inventory records and security of school property.
5. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
6. Monitors appropriate use of school facilities by community groups.

SAFETY AND CRISIS MANAGEMENT

1. Responsible for the design and implementation of the provision for building safety and security, including fire, severe weather, and crisis management plans.
2. Provides a quick response to any emergency involving students, staff, or the school faculty.
3. Provides a safe and orderly school environment that facilitates teaching and learning.
4. Keeps the appropriate Central Office supervisors informed of any impending problems or events of unusual nature.

ORGANIZATIONAL, EVALUATION, AND PLANNING SKILLS:

1. Leads and manages organizational processes for school operations including, but not limited to, student discipline, student attendance, school food service, student transportation, master schedules, extracurricular activities, school finance and financial reporting, and maintenance of the physical plant.
2. Ability to weigh options, think clearly and evaluate situations.
3. Ability to organize, delegate, and supervise others effectively.
4. Ability to evaluate and provide constructive feedback to faculty and staff as assigned.
5. Ability to use group dynamics within the context of cultural diversity.
6. Ability to collaboratively plan with faculty, staff, and system officials for school improvement and increased student achievement.
7. Plans school calendar and approves school-sponsored activities and maintains a calendar of all school events.

STAFF DEVELOPMENT

1. Responsible for planning and developing staff development activities.
2. Understands and develops strategic plans that affect the building level and complement the system level to ensure continuous improvement.
3. Motivates and leads Professional Learning Communities that focus on collaborative efforts.
4. Participates in cutting edge school reform initiatives that combine proven business and education management strategies.
5. Understands and communicates linkage between evaluation data and professional development activities.
6. Orients newly assigned staff members and assists in their development.
7. Supervises assistant principal(s) and provide professional development activities as needed.
8. Participates in system, county, and state meetings appropriate for professional development as assigned.

ETHICS

- Interprets and enforces local, state, local board and federal policies, regulations, and laws – including, but not limited to the MCPSS Employee Handbook.
- Models and maintains high ethical standards. Maintains appropriate confidentiality regarding school/workplace matters.

REQUIREMENT:

Completion of ethics training as required by Ala. Code Ann. §36-25-1, et seq., within 90 days of date of hire. The ethics training video may be viewed at <http://ethics.alabama.gov/training/intro.aspx> and a copy of the certificate of completion must be provided to Human Resources for placement in your personnel file no later than 90 days after applicant's date of hire. Applicants who have already undergone this video ethics training do not have to undergo the training again but are required to provide a copy of the certificate of completion to the Human Resources Department.

OTHER ESSENTIAL FUNCTIONS

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Establishes and follows the vision and mission for the school in collaboration with the school's stakeholders.
3. Models appropriate and innovative use of technology for faculty, staff, and students. Facilitates and monitors the integration of technology in the classroom. Knowledgeable of educational trends, data analysis, and research.
4. Responsible for the management and implementation of the school testing program for the school.
5. Knowledgeable of Special Education laws, policies, rules, and procedures.
6. Prepares reports, presentations, publications, or rosters as assigned.
7. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in the areas of responsibility.
8. Reports incidents of abuse, self-harm, and/or harassment to the appropriate authorities.
9. Responds to inquiries, emails, phone calls, and concerns in a timely manner (usually should be 24 hours).
10. Maintains a high visibility within all areas of the facility and in the school community.
11. Builds community. Acts as the public relations agent for the school. Communicates and clarifies the school's mission, vision, and goals to stakeholders and others.
12. Maintains appropriate confidentiality regarding school/workplace matters.
13. Assists in monitoring the orderly movement and safety of transportation services on school grounds.
14. Acts as the public relations agent for the building, establishes and maintains professional relationships. Communicates school information, goals, student learning, and behavior expectations to all stakeholder groups by using effective communication techniques with students, teachers, parents, and community stakeholders. Promotes good public relations by personal appearance, attitude, and conversation.
15. Interprets data, student assessments, program evaluations, and benchmarking activities to improve and accelerate student learning. Leads benchmarking process.
16. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals, and strategies are implemented and provides all pertinent data to the appropriate personnel within the designated time frame.
17. Attends appropriate conferences, workshops, and meetings to keep informed of current best practices and trends in education.
18. Attends meetings of the PTA or PTO, and other meetings as beyond the regular workday.
19. Responsible for supervising after school sports activities and other after school events beyond the regular workday.
20. Performs other related duties as may be assigned by the supervising Central Office Administrator.

PHYSICAL REQUIREMENTS:

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.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk distances, stand for a considerable period, sit, use hands for fine manipulation, extend hands and arms for keyboard usage and video display terminal and drive an automobile. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift and/or move up to 15 pounds and occasionally may lift up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- Must occasionally be able to run after a student and/or react quickly to violent or crisis situations. May need to assist in the restraint, movement or other emergency weight bearing assistance of students.
- Additionally, the employee must occasionally deal with students and adults in tense confrontational situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee works with frequent interruptions by staff, students, visitors, and/or telephone. Must maintain emotional control under stress. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Occasional district-wide travel to multiple campuses and the Central Office is required. The noise level in the work environment is usually quiet/moderate except in situations where the employee is in the school cafeteria or school assemblies. Occasional work during weekends and evenings for school functions is required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Administrative Contract Employees. Evaluation will be conducted by the supervising Central Office Administrator.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day usually Monday through Friday. Daily work schedule varies. Work hours beyond the 8-hour workday are often required. Accumulates vacation leave. A contract based, at will employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.