

Job Title: PRINCIPAL

POSITION SUMMARY:

The role of the Principal is to manage assigned school through the use of leadership, supervisory, and administrative skills so as to promote the educational development of each student and the professional development of the total staff.

ESSENTIAL FUNCTIONS:

- Supervises the operation and management of personnel and facilities;
- Assumes administrative responsibility and instructional leadership for the planning, management, operation, and evaluation of the educational program;
- Develop long- and short-range plans, goals and objectives through a systematic process;
- Submits recommendations to the director of schools regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel;
- Keep abreast of developments in school curriculum and instruction and provide leadership in determining the appropriateness of incorporating recent developments/trends into the school's educational program;
- Observes all other rules and regulations relative to the operation of the schools as established by law and as contained in the Rules, Regulations, and Minimum Standards of the State Board of Education;
- Keeps the director of schools and his assistants continually informed regarding the conditions of the school and its activities;
- Provide leadership for the planning, development and implementation of the high school's budget;
- Supervise all ticket sales and fund-raising events at the high school and assume responsibility for the proper handling of funds;
- Assumes responsibility for maintaining good public relations with the community and using the community resources to enrich the learning program;
- Evaluates teachers and other personnel as outlined in state law, Minimum Rules and Regulations, and Board policies;
- Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth in the cognitive, affective and psychomotor domains;
- See that facilities are operated effectively and efficiently and see that applicable health and safety standards are met;
- Requisitions supplies and equipment and all other materials necessary to operate the school through the office of the director of schools;
- Assumes responsibility for having teachers' meetings, parent-teacher conferences, school activities, and school exhibits;

- Ensures the proper care and accounting of all equipment, textbooks, and supplies assigned to the school;
- Assumes responsibility for student teachers and gives approval prior to a student teacher assuming duties;
- Selects substitute teachers from a list approved by the Board;
- Reports to the director of schools or his designee the names of all children on the list furnished to him that have not appeared for enrollment;
- Joins the director of schools and the chairman of the Board in determining surplus property;
- Administers the code of discipline and behavior within the school;
- Displays the United States flag during each school day;
- Administers the athletic program in accordance with the Tennessee Secondary School Athletic Association, if appropriate;
- Coordinate student personnel services including the maintenance of discipline, the monitoring of attendance, the preparation of handbooks, the supervision of student scheduling, the supervision of school health services, providing assistance in guidance and counseling activities and collaborating with others in the modification of student behavior, including non-school service agencies;
- Stays familiar with and ensures appropriate implementation of all board policies.

QUALIFICATIONS:

- Valid teacher's license with appropriate endorsement; and
- Administrative or supervisory experience and certification in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.