

Principal (Elementary • Middle • Secondary)

Qualifications:

1. A master's degree or higher, with a major in educational administration.
2. A valid Alabama teaching certificate in the field of school administration.
3. At least three (3) years successful experience as a classroom teacher at the appropriate level.
4. Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457
5. Such alternatives to the above qualifications as the Board may require.

Supervisor: Superintendent

Supervises: All persons serving in assigned school.

Required knowledge, skills and abilities:

1. Knowledge of special education laws, policies and procedures.
2. Knowledge of the law as pertaining to schools.
3. Knowledge of educational trends.
4. Knowledge of curriculum and principles of learning.
5. Knowledge of state and local policies and procedures.
6. Ability to assist with instructional techniques.
7. Ability to weigh options, think clearly and evaluate.
8. Ability to organize effectively.
9. Ability to speak and write clearly and correctly.
10. Physical mobility, dexterity, strength and visual acuity to meet student needs and deal with student problems.

Job goal:

To effectively and efficiently administer the school in an effort to maximize the educational benefits which will accrue to those who receive services provided by the school.

Essential Functions:

- I. Instructional
 - A. Evaluation
 1. Implements the present Board-adopted staff development plan.
 2. Arranges for staff development plans to be carried out in an efficient manner by observing, arranging conferences, selecting materials and making recommendations for improvement to the staff members.
 3. Analyzes and makes staff recommendations in areas where staff development is needed.
 4. Implements the present Board-adopted appraisal plan.
 5. Actively participates in cooperative evaluation of the school curriculum and seeks to make same compatible with system-wide goals.
 - B. Curriculum Development
 1. Studies, makes recommendations, coordinates, interprets and implants approved curriculum.

2. Assumes the leadership for helping identify basic needs of the school community.
3. Involves parents, teachers and students in developing school curriculum.
4. Provides for formulation of curriculum objectives.
 - a. Identifies with staff important social, political and economic trends in the community and nation.
 - b. Views the curriculum as a whole (conceptual skills).
 - c. Provides for continuity in the program, scope and sequence.
 - d. Plans follow-ups on extracurricular activities.
 - e. Seeks to find means of stimulating and motivating the members of the faculty and staff to contribute their best efforts to attain the curriculum objectives.
 - f. Keeps lines of communication open between school and community.
 - g. Encourages faculty and staff to seek and utilize innovative instructional methods.
 - h. Assists in selecting materials, resources and equipment for instructional programs.

C. In-Service

1. Upgrades and perfects his/her competencies by establishing direct lines of communication with the central office staff and the instructional staff.
2. Plans and develops instructional experiences with the professional staff based on identified needs.
3. Secures help as indicated by the individual staff member.
4. Encourages and promotes the growth of positive attitudes towards the profession through personal and interpersonal team experiences.
5. Assists in planning and conducting in-service programs for all personnel.

II. Administrative and Organization

- A. Prepares and/or supervises the preparation of all required reports, records and inventories.
- B. Plans with staff-prepares and submits the school's annual budget.
- C. Monitors all collections and expenditure of funds.
- D. Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial accounting :functions, library activities and the like.
- E. Prepares various schedules for maximum use of time and space.
- F. Participates in principals' meetings and such other meetings as are required or appropriate.
- G. Assists with the development, distribution and interpretation of faculty and staff handbooks.

III. Personnel

- A. Interviews and recommends to the Director of Personnel persons to be employed.
- B. Orients newly assigned staff members and assists in their development, as appropriate.
- C. Evaluates progress of faculty and staff and makes recommendations to the Superintendent and Director of Personnel.

- 1. Staff growth and development plan
- 2. Appraisal plan
- D. Supervises and coordinates all services provided to the school.
- E. Coordinates leave for all school personnel and secures needed substitutes.
- F. Interprets and implements policies as developed by the local Board of Education.
- G. Conducts staff meetings.
- IV. Student Activities and Services
 - A. Supervises school activities.
 - B. Participates in designing programs to meet specific needs of the school.
 - C. Supports school sponsored activities, functions and athletic events.
 - D. . Seeks appropriate assistance with student related problems.
 - E. Demonstrates a genuine interest of young people, their activities and problems.
 - F. Has a thorough understanding of the growth and development of youth.
 - G. Fosters a school climate in which students can develop good citizenship through self- discipline, self-direction and cooperative participation.
 - H. Involves students and teachers in developing and implementing school standards.
 - I. Is firm, fair and consistent concerning discipline and maintains respect for the dignity of the individual.
 - J. Establishes guides and records for student conduct and discipline.
- V. Community Relations

The principal establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; interprets Board policies and administrative directives; and discusses and resolves individual student problems.

Terms of employment:

The terms of employment shall be in accordance with provisions of the Board's Policy Manual, Alabama Teacher Tenure Act and Teacher Accountability Act.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified and Professional Personnel

Salary: Negotiable