

## SHELBY COUNTY SCHOOLS

### VACANCY

**JOB TITLE:** SCHOOL PRINCIPAL

**QUALIFICATIONS:**

1. A master's degree with a major in educational administration.
2. A valid state certificate as superintendent/principal.
3. At least five years successful experience in public education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent or Superintendent's Designee

**JOB GOAL:** To use leadership, supervisory, and administrative skills to promote the educational development of each student.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise the school's educational program and be regular and punctual in attendance.
2. Assist in the development, revisions, and evaluation of the curriculum.
3. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
4. Assume responsibility for the organization, administration, and control of the school and all activities therein.
5. Direct and supervise all teachers, custodians, clerks, and other school employees and supervise the school's teaching process.
6. Assist in recruiting, screening, hiring, training, and assigning employees.
7. Assist with the observation and evaluation process of appropriate employees.
8. Assume responsibility for the care and safekeeping of the school buildings and grounds including all furniture, apparatus, equipment, supplies, and other property appurtenant thereto.
9. Plan and supervise fire drills, tornado drills, and an emergency preparedness program.
10. Direct the operation of the Child Nutrition Program in accordance with the policies, rules, and regulations established by the State, Federal, and the local Board.
11. Plan and hold regular faculty meetings requiring all teachers to attend.
12. Assume responsibility for the school bus transportation at the school.

13. Arrange for substitute teachers when necessary using only those on the County qualified list.
14. Utilize resources of the school system and community and consulting with and coordinating the services of resource personnel in maintaining an effective instructional program.
15. Attend principals' meetings called by the Superintendent.
16. Request permission from Superintendent or his/her designee when necessary to be away from the school as much as one-half of a school day. An assistant principal or teacher must be left in charge.
17. Responsible to have the school building open at least 30 minutes before time for school to begin, and admit students to the building in cold or rainy weather or if pupils wish to study.
18. Responsible to see that each child is under the direct supervision of a teacher at all times during the school day.
19. Responsible for preparation and maintenance of the school budget.
20. Supervise all financial accounting, payroll, record keeping, and required reporting.
21. Supervise the maintenance of accurate records on the progress and attendance of students.
22. Supervise and evaluate the school's extracurricular program.
23. Attend school sponsored activities, functions, and athletic events.
24. Establish guides for proper student conduct and maintain student discipline in accordance with State, Federal, and Board policies, rules, and regulations.
25. Encourage and work with school support organizations including Parent-Teacher groups, Athletic Boosters, Academic Boosters, and Band Boosters.
26. Assist in interpreting the schools and the educational programs and in creating good will for public education in Shelby County.
27. Maintain confidentiality of all school-related business.
28. Perform other duties as might be reasonably assigned by the Superintendent or by direction of the Board.

**SALARY RANGE:**

Salary at appropriate step and rank on approved salary schedule ranging from \$73,841.52 - \$89,223.72. Experience determined by number of full years of experience as an administrator in public education at the level of principal or above.

Be sure you have a completed the Administrative TEACH IN ALABAMA application at [www.alsde.edu](http://www.alsde.edu).