



Title:	Principal – Shaw Academy	
Reports to:	Superintendent	
Terms of Employment:	12 months	
Salary:	State Salary Schedule plus negotiable local supplement	

Qualifications: Classroom Teaching Experience;
Must have or obtain a valid NC License in Administration;
Three Years of Experience in Administration

Supervises: All school personnel, directly or indirectly

Essential Job Functions:

1. Conceptualizes the mission of the district, broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program
2. Ensures that the school program is compatible with the legal, financial, and organizational structure of the school system
3. Defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community. The principal knows in detail the North Carolina's ABC accountability model
4. Provides activities which facilitate the professional growth of the school staff and enhances the quality of the instructional program
5. Identifies the annual objectives for instructional, extracurricular, and athletic programs of the school
6. Ensures that the School Improvement Plan is followed and reviewed throughout the school year
7. Ensures that instructional objectives for a given subject and/or classroom are developed, along with detailed curriculum pacing guides; and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program
8. Establishes, implements and evaluates procedures used to carry out the daily routine of the school
9. Evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data
10. Supervises and appraises the performance of the school staff through observation formulas derived from the state of North Carolina
11. Maintains inter-school system communication and seeks assistance from central office staff to improve performance
12. Maintains good relationships with students, staff, and parents
13. Complies with established lines of authority and promotes school safety
14. Orients and assists new staff members and new students and provides opportunities for their input in the school program
15. Encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members
16. Manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine
17. Involves the staff in determining priorities for instructional supplies
18. Organizes, oversees, and provides support to the various services, supplies, materials, and equipment provided to carry out the school program
19. Involves the community and makes use of community resources
20. Performs other duties and responsibilities as assigned by the supervisor



Principal Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the Principal job classification within Scotland County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment