

TITLE: PRINCIPAL

QUALIFICATIONS:

1. At least a Master's degree in school administration
2. A minimum of three years' teaching experience
3. Experience as an administrator
4. Certified for position by Alabama State Department of Education

REPORTS TO: Superintendent of Education or his/her designee

JOB GOAL: To use leadership, supervisory and administrative skills to promote the educational needs of students and to carry out the mission and goals of the school and the district.

PERFORMANCE RESPONSIBILITIES:

1. Manages and administers the development, implementation, and assessment of the instructional program at the assigned school.
2. Uses current research, performance data, and stakeholder feedback to make decisions related to improvement of instruction and student achievement.
3. Assists at the system level in the development, evaluation, and revision of the curriculum and ensures that the school instructional program aligns with the system curriculum.
4. Accesses, analyzes, interprets, and uses data in decision making.
5. Establishes and maintains a positive learning culture and learning environment which includes high standards for student conduct and implementation of disciplinary procedures.
6. Facilitates the horizontal and vertical articulation of the instructional program within the school, as well as between the school and its feeder system.
7. Establishes procedures for an accreditation program and monitors accreditation standards as well as sets a vision and mission within the school improvement plan.
8. Aligns school initiatives with state, system, and school goals.
9. Promotes high student achievement.
10. Develops positive school/community relations and act as liaison between the school and community.
11. Communicates effectively, both orally and in writing, with parents, students, teachers, and the community.
12. Maintains visibility and accessibility at the assigned school.
13. Interviews and selects qualified personnel to be recommended for employment and establishes job assignments/duties for school-site administrators, teachers, and support personnel.
14. Is actively involved in programs for own professional growth focused on best practices.
15. Manages and administers personnel development through training, in-service and other developmental activities.

16. Manages the supervision and evaluation of assigned personnel and makes recommendations for appropriate employment actions.
17. Manages and administers the testing program for the school.
18. Directs the development of the master schedule and assigns teachers according to identified needs.
19. Manages and supervises the school's financial resources, including the preparation and disbursement of the school budget and internal accounts.
20. Coordinates facility safety, maintenance, and inspection at the assigned school and plans for long range facility needs.
21. Follows system procedures in the event of school crises and provides leadership in the event of such happenings.
22. Supervises the transportation and food services programs at the assigned schools. .
23. Supervises all activities and functions at the assigned school.
24. Establishes and maintains high standards of ethical professional conduct for self and others.
25. Communicates, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
26. Directs the establishment of adequate property inventory records and ensures the security of school property.
27. Supervises the preparation and maintenance of accurate and timely reports and records
28. Implements federal regulations, state statutes, and School Board policy as they pertain to the assigned school including, but not limited to, student attendance and discipline.
29. Serves as a member of the Superintendent's system-wide leadership team.
30. Performs other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools
Approved by Board of Education 11-12-13