



## **Principal Pool 2019-2020**

**Terms of Employment: 12-months**

**Exemption Status: Exempt**

**Salary: Elementary: \$97,929 - \$128,504**

**Middle School: \$101,949 - \$133,615**

**High School: \$108,872 - \$145,000**

### **MINIMUM REQUIREMENTS**

- Master's degree from an accredited college or university
- Hold or be eligible for a Maryland Advanced Professional Certificate with Administrator II endorsement
- Three (3) years satisfactory teaching experience
- Three (3) years satisfactory experience as a Vice Principal
- Evidence of exemplary human relations skills
- Ability to speak and write effectively
- Demonstrated ability to plan, organize, and supervise the work of others
- Demonstrated knowledge of appropriate instructional and curricular methodologies
- Commitment to the mission of Charles County Public Schools
- Demonstrated successful leadership in educational activities
- Understanding of effective schools' research and demonstrated effort to implement the research findings into the administration of a school
- Understanding of special education and gifted programs

### **ESSENTIAL JOB FUNCTIONS**

- Serve as instructional leader of the assigned school
- Administer all facets of the school's operations
- Implement and coordinate programs to meet specific needs of the school
- Maintain active relationships with all members of the school community
- Supervise and evaluate the performance of staff members
- Establish school professional and behavioral standards within the confines of Board policy
- Conduct staff meetings and professional development activities appropriate for school faculty
- Assume responsibility for implementation of Board policies and procedures
- Lead staff in continuous analysis of student data to increase student achievement
- Model appropriate and professional behavior in interactions with all members of the school community
- Administer school operating budget
- Participate in recruitment, screening, selection and orientation of instructional and non-instructional staff
- Demonstrate proper teaching methods and procedures
- Coordinate efforts of resource personnel to provide assistance to staff
- Ensure supervision of student activities and co-curricular programs during and beyond the school day
- Determine staff and substitute assignments to meet the needs of the school
- Ensure students are scheduled for appropriate classes
- Provide leadership in the area of student discipline
- Ensure proper procedures are followed with regard to selection, requisition, inventory and care and control of materials of instruction and school property

- Ensure proper planning, management and financing of student and community relations activities
- Ensure proper procedures are followed for scheduling community groups for use of facilities
- Maintain effective communications with parents, parent groups, civic associations and other community resources
- Interpret school and Board policy to staff, students and community
- Ensure educational programs are adapted to the particular needs of the school and community
- Serve on curricular development, research and study groups/committees as assigned
- Conduct informal group discussions with teachers concerning educational programs and student progress
- Responsible for the above duties and responsible for other duties related to this position as determined by the Deputy Superintendent

### **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: while performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear. Must have the ability to physically intervene in a crisis situation involving students.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Rev. 1/2019