



<b>Reports to:</b>	Area Superintendent	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	School-Based	<b>Structure/Grade:</b>	PRE
<b>Division:</b>	School-Based	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

**Position Summary**

Leads the strategic and instructional direction of the school, managing curriculum, staff, and student performance while ensuring a safe learning environment and adhering to legal standards. Provides strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

**Essential Job Duties**

- Provides instructional leadership by establishing and monitoring a clear vision and mission for academic success, ensuring the effective implementation of the school curriculum.
- Oversees day-to-day school operations, including maintaining a safe learning environment and managing resources and facilities.
- Communicates effectively with staff, students, parents, and the community to foster an educational climate that supports student achievement.
- Ensures financial responsibility by overseeing budgeting processes, resource allocation, and fiscal management to align with strategic objectives.
- Addresses student behavioral issues to maintain a positive school culture that supports student success and engagement.
- Facilitates community engagement by involving parents in school activities and decision-making processes to enhance educational outcomes.
- Monitors instructional planning quality of instruction to ensure access to quality education for all students.
- Analyzes data to inform decisions and improve practices.
- Supports the professional growth of staff by providing direction, support, and constructive feedback.
- Provides input into overall financial plans, maintaining fiscal accountability.
- Provides guidance to the teams, including through times of risk and uncertainty, aligning teams towards common goals.
- Performs other duties as assigned.

**Qualifications**

- Master's degree in Education, Education Administration, or closely related area from a Professional Standards Commission approved accredited college or university required.
- Minimum three (3) years of administrative leadership experience required.



- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

### Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures.
- Knowledge of educational leadership practices and protocols.
- Knowledge of all relevant federal, state, and local laws.
- Ability to make critical strategic decisions that have a significant impact on the organization.
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals.
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization.
- Superior critical thinking and problem-solving abilities.
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions.
- Ability to translate broad strategic plans into objectives for assigned functions.
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas.
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations.
- Good analytical and problem-solving skills.
- Ability to make quality decisions that impact the team and direction of project work.
- Ability to create and maintain a safe, orderly, and conducive environment for teaching and learning.

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

Reviewed/Revised: 10/20/2025