



PRINCIPAL, ELEMENTARY SCHOOL (OBAMA MAGNET)

QUALIFICATIONS

- Possess a valid State of Mississippi license with a 486 endorsement
- Knowledge of the Institute School Leaders Licensure Consortium (ISLLC) Standards
- Administrative experience preferred
- Working knowledge of computers, related technology, and software
- Prefer a minimum of three years as an elementary, middle, or high school classroom teacher
- Meet other necessary requirements as stipulated by the Board of Trustees and the State Department of Education

REPORTS TO

Assistant Superintendent

SUPERVISES

All assigned administrative, certified, and classified personnel

JOB GOAL

Plans, organizes, implements and supervises all educational activities and all related and supporting activities of a highly effective school.

ESSENTIAL FUNCTIONS & PERFORMANCE RESPONSIBILITIES

- Actively supports the Jackson Public Schools belief, mission, vision and goals
- Leads, supervises, and evaluates the school's instructional and co-curricular programs
- Provides leadership in strategic planning for the school, focusing all resources on improvement of instruction and in concert with district strategic plan
- Studies, evaluates and coordinates the effective use of data to improve instruction Supports and implements the district's site-based management processes, site council procedures, and P-16 Community Engagement Councils to improve staff, parent, and community relations and involvement
- Supports and implements the district's strategic plan
- Understands and implements state accountability and federal assessment and accreditation requirements
- Selects, recommends, and evaluates building personnel in all areas of their responsibility
- Works to reach and/or maintain a high state accreditation level and adequate yearly progress standards in federal guidelines
- Develops and enforces procedures for effective student discipline in accordance with district policies and procedures Advocates, nurtures, and sustains a proactive approach to establishing the academic and behavioral supports and social culture needed for all students in the school to achieve academic, social, and emotional success

- Develops school based plan for continuous improvement of school attendance and the school dropout rates
- Develops, leads, and promotes a collegial, adult learning environment based upon mutual respect, courtesy, and sound professional judgment
- Supervises building operations: maintenance, bus transportation, budgeting, student activity account and expenditures, and the preparation of all school reports
- Provides appropriate professional development opportunities at the building level that support district initiatives and increase student achievement
- Communicates school mission to staff, students, parents, and community
- Maintains and executes policies of the Board of Trustees and district administration
- Delegates appropriate functions and responsibilities to department heads and administrative assistants
- Oversees the assignment of substitute teachers from the approved substitute list and assists in their evaluation
- Ensures parental and community involvement in school improvement
- Acts with integrity, fairness, and in an ethical manner
- Performs other related duties as requested or assigned

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification:	Principal, Elementary School
Scale:	Administrative Salary Scale
Grade:	H
Days Employed:	219 per school year
Range:	\$62,200.00 -\$85,000.00
Overtime:	Exempt

DEADLINE DATE:

June 3, 2019