



PRINCIPAL (PROVINE HIGH SCHOOL)

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, High School Division

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

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| Classification: | Principal, High School |
| Scale: | Administrative Salary Scale |
| Grade: | J |
| Days Employed: | 219 per school year |
| Range: | \$72,200.00 -\$95,000.00 |
| Overtime: | Exempt |

DEADLINE DATE:

June 3, 2019