



Job Title: School Principal
Position Code: Administrative
Job Classification: Exempt

Supervisor: Superintendent
Pay Grade: Administrative Salary Schedule
Contract: 240 Days

Position Overview:

The School Principal provides the leadership necessary to design, develop, implement, and evaluate a comprehensive program of instructional and support services which optimize available resources which establish and maintain a safe, caring, and enriching environment to promote student success.

Essential Job Functions:

- Provides instructional leadership and supervision for student achievement; manages and administers the development, implementation, and assessment of the instructional program at the assigned school
- Develops short-term and long-term goals that support the philosophy and policies of the Superintendent
- Utilizes current research, performance data, and feedback from students, teachers, parents, and the community to make decisions related to improvement of instruction and student performance
- Promotes highest student achievement
- Coordinates program planning with District instructional staff
- Manages the selection of textbooks, materials, and equipment, at the appropriate level
- Manages and administers the testing program for the school
- Aligns school initiatives with District, state, and school goals
- Establishes and coordinates procedures for students, teachers, parents, and community evaluation of curriculum
- Facilitates the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system
- Facilitates, monitors, and coordinates the implementation of Exceptional Student Education (ESE) programs and services
- Directs the development of the master schedule and assigns teachers according to identified needs
- Provides leadership in the effective use of technology in the classroom
- Supervises the establishment and maintenance of individual professional development plans for each instructional employee
- Interviews and selects qualified personnel to be recommended for employment
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action
- Assigns and supervises school personnel to special projects for the enhancement of student learning
- Establishes job assignments for school-site administrators, teachers, and support personnel
- Develops and administers duty rosters for certified and non-certified staff as required



- Manages and administers personnel development through training, inservice, and other developmental activities
- Provides training opportunities and feedback to personnel at the assigned school
- Supervises the operation and management of all activities and functions at the assigned school
- Develops positive school/community relations and acts as liaison between the school and community
- Accesses, analyzes, interprets, and uses data in decision-making
- Establishes procedures for an accreditation program and monitors accreditation standards at the assigned school
- Coordinates school maintenance and facility needs and monitors progress toward meeting those needs
- Monitors the custodial program at the school to ensure a clean, healthy, and safe learning environment
- Supervises the orderly movement and safety of transportation services on school grounds
- Manages and supervises the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts
- Establishes and manages accurate student accounting and attendance procedures at the assigned school
- Conducts staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems
- Communicates, through proper channels, to keep the Superintendent informed of pending problems or events of unusual nature
- Directs the establishment of adequate property inventory records and ensures the security of school property
- Implements School Board policies, state statutes, and federal regulations as they pertain to the assigned school
- Supervises the preparation and maintenance of accurate and timely reports and records
- Establishes school guidelines and enforces District guidelines for proper student conduct with implementation of disciplinary procedures and policies that ensure a safe and orderly environment
- Facilitates a program of family and community involvement
- Supervises the school guidance program and services to ensure that individual student educational and developmental needs are met
- Establishes procedures to be used in the event of school crisis and/or civil disobedience and provides leadership in the event of such happenings
- Coordinates the supervision of all extracurricular programs at the assigned school
- Manages and supervises student activity programs, including the selection of club sponsors and coaches
- Approves all school-sponsored activities and maintains a calendar of all school events
- Maintains visibility and accessibility on the school campus
- Attends school-related activities and events
- Coordinates the supervision of school health services and personnel
- Monitors school attendance (absences, tardiness, and early departures) and follows through with designated procedures



- Participates in county-wide management meetings and other meetings and activities appropriate for professional development
- Communicates effectively, both orally and in writing, with parents, students, teachers, district personnel, and the community; oversees the PTA Board
- Sets high goals and standards for self, others, and organization
- Provides leadership in the school improvement process, implementation of the school improvement plan, and the School Advisory Council
- Establishes a vision and mission for the school in collaboration with key stakeholders
- Exercises proactive leadership in promoting the vision and mission of the District and community resources to meet school needs
- Anticipates problems and difficult situations and plans appropriately to handle them
- Acts quickly to stop possible breaches of safety, ineffective procedures, or interference with operations
- Provides recognition and celebration for staff, student, and school accomplishments
- Builds teams to accomplish plans, goals, and priorities
- Promotes and markets the school and its priorities
- Performs other duties as assigned

Required Knowledge/Skills/Abilities:

- Ability to display knowledge and understanding of the unique needs and characteristics of students at the assigned school level
- Ability to provide leadership and direction for the school
- Ability to involve others in the decision-making process
- Ability to prepare and manage the school's budget and allocated resources; ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies, and appropriate state and federal statutes
- Ability to use effective interview techniques, coaching procedures, and evaluation procedures
- Ability to enforce collective bargaining agreements
- Ability to use effective public speaking skills, group dynamics, interaction skills, and problem-solving skills
- Ability to display skills in personnel management and supervision techniques
- Ability to communicate effectively, both orally and in writing
- Ability to analyze and use data
- Ability to display knowledge of current educational trends and research
- Ability to maintain accountability for inventory/property management
- Ability to use small office equipment and computers

Education and Experience:

- Master's Degree in Education Leadership from an accredited educational institution
- Certification as a School Principal by the state of South Carolina
- Minimum of three (3) years of successful teaching experience
- Minimum of three (3) years of successful experience as an assistant principal or site manager



- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

Working Conditions:

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects
- The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, finger dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking

Environmental Conditions:

- Employees in this position work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs

Americans with Disabilities Act Compliance:

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.