



SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Principal

FLSA: Exempt

TERMS: Salary in accord with the district salary scale for administrators. Work year is comprised of 240 days per academic year as established annually by the Board.

GENERAL SUMMARY

Under limited supervision, provides the leadership and management skills necessary to maximize the efforts of teachers and students in an environment which is conducive to educational enhancement, growth, and achievement for students; supervises and coordinates the work of all assigned professional and classified personnel; ensures subordinates' adherence to District policies, regulations, and goals. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Supports and upholds the mission, vision, and strategic goals of the District.

Interprets, upholds, and enforces school rules, administrative regulations, and board policies; discusses and resolves student problems.

Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for all student objectives and programs.

Interacts and communicates with various groups and individuals such as the Superintendent, professional peers, instructional staff, other subordinates, other District administrators and staff, Board members, various committees, various government and community agencies, students, parents, volunteers, and the general public.

Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

Maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students.

Fosters the academic success and well-being of each student by facilitating the development, communication, implementation, and evaluation of a shared vision of learning that reflects excellence and equity.

Seeks to maintain an atmosphere conducive to good teacher-teacher and teacher-administrator relationships.

Leads the development and alignment of the organizational, instructional, and assessment strategies that enhance teaching and learning.

Analyzes a variety of assessment and other data and ensures the use of that data and appropriate educational research to provide systems of intervention and enrichment.

Observes the classroom environment and makes recommendations for improvement in

instruction and classroom management as appropriate and evaluates teachers to enhance instructional effectiveness.

Promotes the academic success and well-being of each student by managing the school organization, its operations, and resources for a safe, efficient, and effective learning environment.

Receives and responds to inquiries, concerns, and complaints from teachers, students, and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional and behavioral problems.

Collaborates effectively with all stakeholders.

Conducts meetings of the staff and attends District meetings as necessary.

Develops and communicates a clear vision for the school's overall success.

Advocates for, nurtures, and sustains a positive, equitable school climate.

Prepares and submits school's budgetary requests and monitors expenditures of funds.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills and keep abreast of best practices and legal issues.

Collaborates with school and district staff to plan and implement professional development activities that promote the achievement of school and district goals.

Uses available resources and opportunities for professional growth.

Keeps the Superintendent informed of school activities and problems.

Presents a positive image of the School District of Newberry County at all times.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience

Requires a Master's degree in education administration with at least five years of experience as a teacher; at least three years' experience in public school administration, or equivalent combination of education experience that provides the required knowledge, skills, and abilities. Must possess valid Teacher and Principal certificates from South Carolina State Board of Education.

Qualifications may vary from the above requirements to such a degree as the Superintendent determines necessary and appropriate to ensure properly qualified personnel in the position.

Knowledge

Has thorough knowledge of the methods, procedures, and policies of the School District of Newberry County. Knowledge of the laws, ordinances, standards, and regulations relating to educational activities. Knowledge of a wide variety of instructional methods and materials. Is able to work with students, parents, teachers, and others as necessary to provide the best educational environment for students. Knows how to react calmly and quickly in emergency situations. Requires the ability to work as a team member and a leader. Requires the ability to display possession of skills with all applicable and recommended computer applications.

Skills/Effort

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing financial and business activities. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain all required records, reports, and confidential information. Flexibility is required to independently work with others in a wide variety of circumstances.

Working Conditions

Requires ability to work under a degree of stress related to duties that require considerable attention and working with students. Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands. Duties of the job require frequent use of a computer and related equipment. Occasional local travel required; occasional overnight travel required.

Responsibility

Responsible for school budgets.
Supervises school staff and students

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EVALUATION

Performance of this job evaluated annually according to Board Policy.