



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES

Job Title: Principal

Location: Southampton Middle School

Reports To: Division Superintendent

Position Purpose: Under the general supervision of the Superintendent of Schools, to provide leadership and supervision in administering the educational program of the Middle School in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law

Essential Duties

- Develops and administers school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extra-curricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Ensures that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.
- Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Organizes and conducts regular meetings with teachers for continuing development of instructional techniques.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.

Additional Duties

Performs other related tasks as assigned by the Superintendent and other central office administrators as designated by the Superintendent.

Professional Qualifications

- **Preferred Master's degree in administration or education**
- **At least five years of teaching experience**
- **Strong communication skills; ability to write, speak clearly and accurately**
- **Ability to work independently and multitask**
- **Possess strong organizational skills**

Terms of Employment

Full-time

Start Time

Immediately

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

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