



Forest Municipal School District

Dr. Karen Norwood, Superintendent

Phone: 601-469-3250 • Fax: 601-469-8255

Position Announcement

Forest High School Principal

QUALIFICATIONS:

- Must hold a Valid Mississippi Educator License with a 486 endorsement
- Proven ability to work with students, staff, parents and the community for a positive school culture
- Proven ability to be an instructional leader
- Knowledge of computers, related technology, and software
- A minimum of three years as middle or high school classroom teacher
- Prefer experience as a building level administrator

MAJOR POLICY RESPONSIBILITIES:

The Principal is responsible for providing effective instructional leadership and is accountable for the school's operation. Major responsibilities include the educational program, professional and classified staff, student development, facility maintenance and management, fiscal management activities, and developing effective community relations.

ESSENTIAL JOB FUNCTIONS:

1. Leads, supervises, and evaluates the school's instructional and co-curricular programs.
2. Selects, recommends, and evaluates building personnel in all areas of their responsibility.
3. Develops and enforces procedures for effective student discipline in accordance with district policies and procedures.
4. Plans and implements master scheduling.
5. Supervises building maintenance, budgeting, the student activity account and expenditures, and the preparation of all school reports.
6. Provides appropriate staff development programs at the building level.
7. Communicates school mission to staff, students, parents and community.
8. Maintains and executes policies of the Board of Education and district administration.
9. Delegates appropriate functions and responsibilities to department heads and administrative assistants.
10. Oversees the assignment of substitute teachers through the contractor.
11. Directs the student teacher program in his/her school.

12. Adequately maintains skills related to the use of technology.
13. Chairs the site-based management committee (SACS).
14. Insures parental and community involvement in school improvement.
15. Works cooperatively with private transportation provider to insure quality school bus transportation services.
16. Responsible for insuring that every employee under his/her supervision follows the district's policy on overtime and the requirements of the Wage and Hour Act.
17. Responsible for insuring that the district's fixed asset procedures are followed.
18. Performs other related duties as requested or assigned.

OTHER JOB FUNCTIONS:

1. Participate in the process of district study group ensuring that building goals are congruent with the district strategic plan
2. Review lesson plans and confers with teachers to link teaching/learning activities to the educational goals
3. Develop and demonstrate effective communication through regular staff meetings, weekly building communications, newsletters, and personal contacts
4. Develop and follows a plan of self-improvement which promotes both personal and organizational goals
5. Oversee custodial, cafeteria operations, and other support services to maintain an efficient, clean, safe, attractive, and functional facility
6. Ensure that transitional programs are in place for incoming students
7. Develop a comprehensive co-curricular and extra-curricular program that supports the development of students

APPLICATION PROCESS:

All interested applicants should complete an online application found at www.forest.k12.ms.us under Employment – Applicants.

MISSION STATEMENT

The mission of the Forest Municipal School District is to provide all students a quality education that develops the whole child to his or her greatest potential.