

# **QUITMAN SCHOOL DISTRICT**

## **PRINCIPAL**

### **DESCRIPTION OF POSITION**

To provide instructional leadership for the school staff students. The principal shall provide a positive school climate that is conducive to teaching and learning, and promote high expectations for student achievement and staff performance. The principal shall monitor the instructional program and make appropriate changes to increase student's effectiveness.

### **QUALIFICATIONS FOR THE POSITION**

- A MS Degree or higher, with certification in educational administration
- A current Mississippi certificate in school administration
- A minimum of five (5) years of successful teaching experience
- Experience in leadership roles and documented evidence of administrative ability with emphasis on good personal relations
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **SUPERVISES**

All personal serving in assigned school

### **REPORTS TO**

- Superintendent
- Assistant Superintendent

### **DUTIES AND RESPONSIBILITIES**

- Fully develops and implements a schoolwide vision, builds the capacity of the staff to ensure all instructional strategies and decisions support the vision, and documents processes that ensure all decisions are aligned to and support the vision.
- Maintains a supportive, secure, and respectful learning environment by ensuring that each student is respected and valued
- Builds expectations for students, staff, and parents/guardians that success is possible for all students by challenging low expectations and builds the school's collective capacity to engage in courageous conversations about diversity and culture
- Creates a school wide culture where all families and community members are welcomed into the school

- Supports the development and implementation of Mississippi standards-based lessons and unit plans by building the capacity of staff to effectively develop and implement lessons aligned to the standards and implements ongoing systems to review and improve lesson and unit plans based on student outcomes
- Builds the capacity of staff to effectively implement a variety of rigorous instructional strategies and pedagogical methods that meet student's needs, drive student learning, and adapt instructional practices to ensure that all students master content
- Tracks student-level data to drive continuous improvement using multiple sources of data to evaluate instruction, identify student outcome trends and prioritize needs
- Uses disaggregated data to inform academic intervention by building the capacity of staff to analyze disaggregated student-specific data to determine appropriate differentiation and academic intervention
- Provides ongoing, timely, and individualized actionable feedback to staff based on evidence collected from observations and develops reliability with the leadership team by co-observing and utilizing results to improve the quality of feedback
- Develops, implements, and facilitates effective professional learning opportunities to meets the individual staff member's growth needs
- Provide leadership opportunities by identifying effective teachers for meaningful leadership opportunities, mentor and support the development of teacher leaders, and communicates a clear leadership trajectory to those teachers with the most leadership potential
- Establishes and effective leadership team and builds the team's capacity to focus on student learning
- Develop and implements a clear plan to conduct ongoing, documented monitoring of the progress toward achieving district goals
- Effectively manages professional time
- Maximizes schools resources
- Consistently seeks feedback on their own practice, self reflects, and adapts their leadership practice. Engages in multiple learning opportunities aligned with student needs and accepts personal responsibility for mistakes and uses them as learning opportunities.
- Demonstrates resiliency in the face of challenges by actively identifying solutions and remains focused when faced with set-backs
- Provides effective two-way communication with all stakeholders
- Follows the Mississippi code of ethics
- Displays professional behavior (integrity, confidentiality, etc.) exhibiting a commitment to the school and the district both in and out of school
- Demonstrates punctuality
- Follows establish board policies and procedures
- Relates without difficulty to staff members
- Perform all duties and responsibilities assigned by the Superintendent

## **TERMS OF EMPLOYMENT**

As determined by the Board of Trustees

## **EVALUATION**

Performance of this position will be evaluated annually