TITLE: Principal

Wayne County Public Schools
Job Description

QUALIFICATIONS:
1. Master's Degree in Administration, North Carolina State Board Certification
2. Minimum five years of experience as a teacher. Experience as an assistant principal preferred.
3. Other qualifications as the Superintendent may find appropriate.

REPORTS TO: Superintendent

JOB GOAL: To serve as the leader of a school in developing and implementing policies, programs, curriculum activities and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of Wayne County Public Schools, along with state and federal regulations pertaining to all school issues.
2. Lead in planning, developing, coordinating and evaluating the operations of the school. Conceptualize the broad goals and vision of the school and plan accordingly, to ensure that procedures and schedules are implemented to carry out the total school program.
3. Identify annual objectives for the instructional, extra-curricular and athletic programs of the school. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
4. Maintain up-to-date student performance data to evaluate student progress in the instructional program. Supervise and appraise the performance of the school staff in accordance with state and local requirements.
5. Maintain inter-school communications and seek assistance from central office staff to improve performance; maintain good relationships with students, staff and parents; comply with established lines of authority.
6. Provide structures for the development of an effective professional learning community aligned with the school improvement plan, focused on results.
7. Supervise and conduct personnel administration duties for direct report subordinates including; hiring recommendations, evaluations, assigning special duties, monitoring attendance, and granting leave.
8. Perform other duties and responsibilities as requested by the Superintendent.

Terms of Employment: Twelve-month employment/Contract/FLSA Exempt

Starting Salary and/or Grade: State principal salary schedule

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:
● Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, parents, and central office staff.
● Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities.
● Ability to establish and maintain effective working relationships as necessitated by work assignment.
● Comply with confidentiality requirements in local, state and federal policies and statutes.