

WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

JOB DESCRIPTION – PRINCIPAL

QUALIFICATIONS:

AA Certification in Administration; building-level administrative experience is preferred.

REPORTS TO AND SUPERVISED BY:

Superintendent

TERMS OF EMPLOYMENT/SALARY:

Terms of employment and salary will be recommended by the Superintendent and established by the school board.

EXPECTATIONS:

- Principal is expected to work in cooperation with the Superintendent as well as other administrators and staff in the Winona-Montgomery Consolidated School District.
- Principal is expected to present the Superintendent with an annual evaluation of the entire academic program at his/her school, along with goals and suggestions for the next school year.

PERFORMANCE RESPONSIBILITIES:

- Supervises all personnel including certified and classified staff, students, buildings and equipment, instructional and disciplinary programs, buildings and facilities management, and public relations activities at assigned job site.
- Establishes and maintains an effective learning climate in the school.
- Initiates, designs, and implements programs to meet specific needs of the school.
- Keeps the Superintendent informed of the school's activities and issues.
- Makes recommendations concerning the school's administration and instruction.
- Prepares and submit the school's budgetary requests, and monitors expenditures of funds.
- Supervises the maintenance of all required building records and reports
- Prepares or supervises the preparation of reports/ records, lists, and all other paperwork required or appropriate to the school's administration.
- Works with various members of the central administrative staff on school problems.
- Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- Interprets and enforces district policies and administrative regulations.
- Maintains active relationships with students and parents.
- Budgets school time to provide for the efficient conduct of school instruction and business.

- Leads in the development, determination of appropriateness, and monitoring of instructional program.
- Schedules classes within established guidelines to meet student needs.
- Assists in the development, revision, and evaluation of the curriculum.
- Supervises the guidance program to enhance individual student education and development.
- Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
- Establishes guides for proper student conduct and maintaining student discipline.
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- Maintains and controls the various local funds generated by student activities.
- Supervises the maintenance of accurate records on the progress and attendance of students.
- Assumes responsibility for the attendance, conduct, and maintenance of health of students.
- Assumes responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state, and national meetings; and enrollment in advanced courses.
- Keeps abreast of changes and developments in the profession by reading related articles.
- Supervises all professional, paraprofessional, administrative, and support personnel attached to the school.
- Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
- Conducts meetings of the staff as necessary for the proper functioning of the school.
- Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- Recommends, according to board policy, the removal of a teacher whose work is unsatisfactory.
- Makes arrangements for special conferences between parents and teachers.
- Assumes responsibility for the safety and administration of the school.
- Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- Plans and supervises fire drills, tornado drills, and an emergency preparedness program.
- Plans, organizes, and supervises all Advanced Placement classes.

- Provides for adequate inventories of school property and for the security and accountability for that property.
- Supervises and monitors all accounts of clubs, activities, etc.
- Supervises and evaluates the school's extracurricular program.
- Oversees planning and selling of school yearbook.
- Serves as an ex-officio member of all committees and councils within the school.
- Directs the tracking and monitoring of academics at the school
- Responsible for securing security for activities on school campus.
- Responsible for an administrator being present at all after school activities.
- Work in conjunction with area colleges for having a career day for High School Students
- Plans and supervises assemblies/programs (award programs, graduation, etc).

HOUSING

The Principal will have an office in the building at which school he/she is Principal.

PROFESSIONAL DEVELOPMENT

Principal is expected to work in cooperation with the district professional development coordinator in planning and directing professional development for his/her staff.

With approval from the Superintendent, attend state required trainings and conferences.

OTHER

Any other duties as assigned by the Superintendent

EVALUATION:

Performance of this job will be evaluated by the Superintendent according to the Mississippi Principal Evaluation System.