



# SELMA CITY SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

300 WASHINGTON ST.  
P. O. BOX F  
SELMA, AL 36702-0318  
(334) 874-1600

## **JOB DESCRIPTION**

<b><u>Position Title:</u></b>	Principal
<b><u>Department of Unit:</u></b>	School Assignment
<b><u>Reports To:</u></b>	Superintendent of Schools
<b><u>Supervises:</u></b>	Various professional, paraprofessional and non-professional personnel
<b><u>Job Summary:</u></b>	Provides instructional leadership and supervises the management of all resources, personnel, programs, and the physical plant.

### **Typical Duties:**

1. Provides instructional leadership pertinent to the school level assignment, supervising curriculum implementation, monitoring and evaluating the quality of teaching.
2. Establishes an atmosphere conducive to learning and student academic success. Fosters a climate of order and respect in which teachers can teach and students can learn. Nurtures school pride, positive staff morale and encourages a sense of esprit de corps.
3. Sets high expectations for staff and students, being the example for high personal and professional standards.
4. Plans with staff and sets clear and realistic goals for the school, its staff and students. Provides written feedback on overall school and student performance.
5. Organizes the school staff and delegates so that staff talents are fully utilized in the accomplishment of school goals and objectives.
6. Communicates effectively, both orally and in writing, on a regular basis with school staff, students and parents.
7. Reaches out to parents and the community to build support for the school. Forms and maintains parent/community support organizations, and uses community agencies to assist in meeting student needs.

8. Participates in staff selection, orientation and training; makes recommendations for the selection of able, committed individuals to fill vacancies as they occur.
9. Works effectively with the school system as an organization; cooperating with the Superintendent and central office staff by providing timely reports and notice of school needs; communicating, interpreting, and implementing School Board policies, procedures, rules and regulations.
10. Prepares duty schedules and directs school support services, i.e. guidance and counseling, health, cafeteria, custodial etc., giving students the advantage of such services while the school functions smoothly.
11. Prepares and monitors the master schedule, other schedules of instruction, and coordinates school activities and events ensuring minimal loss of teaching/learning time.
12. Manages the school financial resources based on student needs, sound business principles and policies established by the Board of Education.
13. Works with appropriate staff to maintain a safe, clean school building which is attractive and provides for adequate learning comfort.
14. Participates in personal professional development activities to maintain and improve leadership skills.

**Minimum Requirements:**

1. Master's Degree in Educational Administration
2. Experience in School Administration
3. Relevant State Certification

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I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

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Principal's Signature

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Date

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