

**COOSA COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** PRINCIPAL

**REPORTS TO:** Superintendent

**SUPERVISES:** Assistant Principal, All Faculty, and Support Staff

**QUALIFICATIONS:**

1. Certification in Educational Leadership, School Principal, or Administration and Supervision.
2. Minimum of five (5) years classroom teaching experience and/or administrative experience.
3. Background clearance through the ABI and FBI processes.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes
2. Ability to select, hire, evaluate and reappoint personnel
3. Ability to prepare and manage school budget and allocated resources
4. Ability to use data in the decision-making process
5. Knowledgeable in BEST PRACTICE instructional strategies and instructional methods
6. Ability to demonstrate the knowledge and practice of current educational trends, research and technology
7. Ability to understand the unique needs, growth problems and characteristics of students in appropriate age group
8. Ability to use group dynamics within the context of cultural diversity
9. Excellent verbal and written communication skills
10. Excellent leadership and organizational skills and knowledge of how to apply them in group settings
11. Excellent interpersonal skills
12. Ability to plan and present meaningful professional development activities for faculty and staff
13. Knowledge and practice of the Instructional Leadership Standards
14. Ability to weigh options, think clearly, evaluate, and use good judgment
15. Ability to maintain and set standards for school-wide behavior management
16. Skills that will lend themselves well to the direct teaching, counseling, or advising of students

**JOB GOAL:** To provide effective leadership and supervision of the total educational program through the careful management of all available resources, both material and human, within the framework of State Board of Education regulations and School Board policies to create an environment that is conducive to learning for all students..

**PERFORMANCE RESPONSIBILITIES:**

1. Attend work punctually and promptly.
2. Serve as the instructional leader of the school setting the instructional expectations and supporting teachers in the efforts of instruction.
3. Embrace and administer the instructional program as set forth in system guidelines to ensure all students have the opportunity to learn. Evaluate lesson plans and observe classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with best practices and system expectations.
4. Ensure that students receive appropriate placements and services through coordination and collaboration with IEP teams, 504 teams, RtI problem solving teams. EL coordinator, and gifted teacher.
5. Become knowledgeable of special education policy and procedures, specifically in the area of discipline, and ensure all requirements of special education are met.
6. Embrace and administer the accreditation program for the assigned school in order to continuously grow in the standards presented through the process..
7. Embrace and administer the development of short- and long-range instructional and facility needs.
8. Embrace and administer the testing program for the school as designed to improve instruction and achievement..
9. Approve and support school-sponsored activities and maintain a calendar of all school events.

10. Provide proper supervision for all student activities both on and off campus.
11. Provide for the articulation of the school's instructional program among school personnel.
12. Interview and select qualified personnel to be recommended for employment.
13. Supervise, support, and evaluate assigned personnel, making recommendations for professional growth as well as needed appropriate employment actions.
14. Establish job assignments for school-site administrators, teachers, and support personnel.
15. Communicate effectively, both orally and in written, with parents, students, teachers, and the community.
16. Analyze, interpret and communicate data to be used in decision making with all stakeholders.
17. Coordinate and follow-up with plant safety and facility inspections at the assigned school.
18. Coordinate and follow-up with all maintenance functions at the assigned school.
19. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
20. Keep the Superintendent informed of impending problems or events of unusual nature.
21. Establish and implement school crisis plans and provide leadership in the event of such happenings.
22. Participate in system, county and state meetings and activities appropriate for professional development as assigned.
23. Assumes responsibility for scheduling or overseeing the scheduling process each term.
24. Supervise school finances by preparing budgets for the school, overseeing bookkeeping procedures, and controlling expenditures within approved budgets.
25. Take responsibility for securing, maintaining, and managing material resources.
26. Establish and follow-up with adequate property inventory records and ensure the security of school property.
27. Manage and administer personnel development through training, inservice and other developmental activities.
28. Become proficient and knowledgeable relative to all aspects of the school's student management system and prepare needed reports as assigned or needed to drive instruction.
29. Supervise assistant principal and provide professional development activities as needed.
30. Collaborate with the assistant principal in daily operations of the school.
31. Confer and cooperate with central office staff in the total operation of the school program.
32. Maintain effective two-way communication and favorable relationships with parents, individuals, and community groups to foster understanding and solicit support for school programs, objectives, and needs.
33. Ensure a safe learning and working environment through the maintenance of student order and discipline, planning, and supervision of emergency preparedness programs as required by law, and coordination of safety inspections.
34. Attend all professional and community events at school (professional development, festivals, etc).
35. Perform other tasks consistent with the goals and objectives of this position as assigned by the superintendent.

#### PHYSICAL REQUIREMENTS:

Physical mobility, dexterity, strength, and visual acuity to meet student needs, deal with student problems and assist with building maintenance problems and school ground monitoring activities

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

#### EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the Coosa County Board Policy.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*