

# Lauderdale County Schools

Florence, AL

## Job Description

Position: Principal

**Department:** Instructional & Business Operations

**Reports To:** Superintendent

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on negotiated contract/salary schedule

**Qualifications:**

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

**Purpose of Job**

To serve as the chief administrator of the assigned school. Lead 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 Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Ensures that the school program is compatible with the legal, financial and organizational structure of the school system.
- Provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Ensures that instructional objectives for a given subject are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school.
- Supervises and evaluates the performance of the school staff.
- Organizes, oversees, and provides support to the various services, supplies, material, and equipment provided to carry out the instructional goals of the school.
- Oversees the school buildings and grounds and be responsible for their proper care.
- Prepare the preliminary budget requests for the school.
- Prepare all statistical and other reports relative to such matters as attendance, enrollment figures and reports as required.
- Provide a safe and nurturing environment for all students.

- Provide visionary leadership that integrates all legal mandates and stakeholder needs.
- Ensure board and school policies are followed.
- Responsible for assigning teachers and students to subjects and grades.
- Prepare all statistical and other reports relative to such matters as attendance, enrollment figures and reports as required.
- Monitors appropriate use of school buildings by community groups.
- Visit classrooms in a systematic and frequent manner, observe, and evaluate teachers.
- Develop, train, and provide opportunities for assistant principals to be instructional leaders.
- Performs other duties as may be assigned by Superintendent.

**Additional Job Functions**

Perform other duties as assigned.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)