CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Principal, High School
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Three (3) years teaching and administrative experience at the secondary level.
3. Valid Mississippi certification as School Principal.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage a school budget and allocated resources. Ability to read, interpret and enforce the State Board of Education Rules, Code of Ethics, School Board policies and appropriate state and federal statutes. Ability to select, hire, evaluate and reappoint personnel in accordance with collective bargaining agreements. Ability to communicate and interact effectively with the public. Knowledge of the hardware and software applications used throughout the District. Basic understanding and knowledge of the use of current technology. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs, growth problems and characteristics of high school students. Ability to use group dynamics within the context of cultural diversity. Ability to maintain high level of stamina.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize the human and material resources available for a successful and safe school program for students, staff, parents, and community.

SUPERVISES:

Administrative, Instructional, and Support Personnel

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

1. Provide instructional leadership and supervision for student achievement.
2. Manage and administer the development, implementation and assessment of the instructional program at the assigned school.
3. Provide a comprehensive instructional program, including core academic programs, career and technical programs, performing fine arts, health and physical education, advanced academic programs, exceptional student education programs and other programs to address the diverse needs of the school population.
4. Utilize current research, outside resources, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
5. Promote high student achievement.
6. Coordinate the School Advisory Council.
7. Coordinate program planning with district instructional staff.

PRINCIPAL, HIGH SCHOOL (Continued)

8. Oversee the acquisition and utilization of textbooks, other instructional materials and equipment.
9. Facilitate the testing program for the school.
10. Align school initiatives with district, state and school goals.
11. Establish and coordinate procedures for students, teachers, parents and the community to evaluate curriculum.
12. Direct or oversee the development of the master schedule and assign teachers according to identified needs.
13. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
14. Facilitate, monitor and coordinate the implementation of Exceptional Student Education (ESE) programs and services.
15. Ensure the implementation of graduation requirements and conduct graduation activities and ceremonies in accordance with established policies and procedures.
16. Facilitate the development and implementation of the school technology plan.
17. Provide leadership in the effective use of technology in the classroom.
18. Provide students with opportunities to use technology to gather and share information with others.
19. Facilitate student access to the use of electronic resources.
20. Explore and evaluate new technologies and their educational impact.
21. Use technology to review student assessment data.
22. Assist classroom teachers with the effective use of technology.
23. Analyze and report the results of efforts to enhance student performance.

Personnel Action Services

24. Supervise the establishment and maintenance of individual professional development plans for each instructional employee.
25. Interview and select qualified personnel to be recommended for employment.
26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
27. Assign and supervise school personnel to special projects for the enhancement of student learning.
28. Establish job assignments for school-site administrators, teachers and support personnel.
29. Develop and administer duty rosters for certificated and noncertificated staff as required.
30. Manage and administer personnel development through training, inservice and other developmental activities.
31. Provide training opportunities and feedback to personnel at the assigned school.

School Operations/Delivery Systems

32. Supervise the operation and management of all activities and functions at the assigned school.
33. Develop positive school/community relations and act as liaison between the school and community.
34. Access, analyze, interpret and use data in decision-making.
35. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.

36. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.

PRINCIPAL, HIGH SCHOOL (Continued)

37. Collaborate with district personnel to monitor the custodial program at the school to ensure a clean, healthy and safe learning environment.
38. Collaborate with district personnel to coordinate and monitor the food service program at the school.
39. Supervise the orderly movement and safety of transportation services on school grounds.
40. Manage and supervise the school's financial resources including the preparation and disbursement of the school's budgets and internal accounts.
41. Establish and manage accurate student accounting and attendance procedures at the assigned school.
42. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
43. Communicate, through proper channels, to keep the Superintendent informed of pending problems or events of unusual nature.
44. Direct the establishment of adequate property inventory records and ensure the security of school property.
45. Implement the School Board policies, state statutes and federal regulations as they pertain to the assigned school.
46. Supervise the preparation and maintenance of accurate and timely reports and records.

Student Support Services

47. Establish school guidelines and enforce district guidelines for proper student conduct with implementation of disciplinary procedures and policies that ensure a safe and orderly environment.
48. Facilitate a program of family and community involvement.
49. Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
50. Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
51. Coordinate the supervision of all extracurricular programs at the assigned school.
52. Provide a comprehensive athletic program.
53. Monitor the management and supervision of the student activity and athletic programs including the selection of club sponsors and coaches.
54. Approve all school-sponsored activities and maintain a calendar of all school events.
55. Maintain visibility and accessibility on the school campus.
56. Attend school-related activities and events.

Personal/Professional Employee Qualities

57. Participate in district-wide meetings and other meetings and activities appropriate for professional development.
58. Communicate effectively, both orally and in writing, with parents, students, teachers and the community.
59. Model effective listening and positive interaction skills.
60. Maintain and model high standards of professional conduct.
61. Set high goals and standards for self, others and the organization.
62. Keep abreast of trends and changes in educational programs and procedures.

63. Participate in developing the strategic plan, school calendar, staffing plan and other district-level activities as required.

PRINCIPAL, HIGH SCHOOL (Continued)

Leadership

64. Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
65. Promote the vision and mission of the district.
66. Establish a vision and mission for the school in collaboration with key stakeholders.
67. Exercise proactive leadership in promoting the vision and mission of the district.
68. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
69. Access district and community resources to meet school needs.
70. Anticipate problems and difficult situations and plan appropriately to handle them.
71. Act quickly to stop possible breaches of safety, ineffective procedures and/or interference with operations.
72. Provide recognition and celebration for staff, student and school accomplishment.
73. Build teams to accomplish plans, goals and priorities.
74. Promote and market the school and its priorities.

Student Growth and Achievement

75. Ensure that student growth and achievement are continuous and appropriate schoolwide.
76. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Perform other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.