

**TRUSSVILLE CITY BOARD OF  
Job Description**

**POSITION TITLE:** Principal

**QUALIFICATIONS:** Master's Degree with a major in educational administration from an accredited institution, specialist degree preferred.  
Valid Alabama certificate to practice as a school principal.

**JOB GOAL:** To serve as the professional leader of the school, to work with staff, students, and community to ensure a high-quality educational program, and to formulate and accomplish the school mission. To provide leadership in an environment of high expectations for staff and students.

**REPORTS TO:** Superintendent

**EVALUATION:** Trussville City Board of Education Personnel Evaluation Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Principal provides effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Administers total school facility, climate, and discipline of the school.
3. Coordinates the faculty, staff, and students at assigned school.
4. Interprets and enforces federal and state laws and state and local board policies.
5. Interviews and recommends to the superintendent the school's certified and classified staff.
6. Assists in securing, maintaining, and managing material resources.
7. Prepares and administers the school budget and supervises school finances.
8. Assumes responsibility for scheduling.
9. Ensures appropriate placement and services for students.
10. Demonstrates proficiency in written and oral communication.
11. Provides professional learning opportunities for staff.
12. Communicates and clarifies the school's mission to students, staff, and community.
13. Provides a safe, orderly environment that facilitates teaching and learning.
14. Implements testing programs and manages data for instructional improvement.

15. Fosters a positive climate of high expectations for staff, students, other administrators, the Superintendent, and the Board.
16. Supervises, observes, and evaluates teachers and staff.
17. Implements personal professional learning plan and demonstrates professional ethics.
18. Maintains proper certification by attending college, workshops and/or professional development courses.
18. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, other administrators, certificated and non-certificated personnel, parents, and students.
19. Performs other assigned duties as requested by the Superintendent.