

## **YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Principal

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Assistant principal, Teachers, Support Staff, and Nonprofessional School Personnel

**GENERAL RESPONSIBILITIES:** Manages assigned school(s) as to promote the educational development of each student by using leadership, supervisory, and administrative skills

**SALARY:** Salary is reflective of the Yazoo County School District salary schedule.

**QUALIFICATIONS:**

1. Administrative/supervisory experience; and
2. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. A valid Mississippi Teacher License with School Administrator endorsement

### **DESCRIPTION OF DUTIES:**

1. Supervises the school's educational program.
2. Recommends to the superintendent qualified professional, paraprofessional, and non-certified personnel for Board approval.
3. Assumes the responsibility for the implementation and observance of all Board policies and regulations by the school staff and students.
4. Assumes responsibility for overseeing the school plant and for the proper care of school property by the staff and students.
5. Supervises emergency preparedness program (fire drills, tornado drills, etc.)
6. Maintains high standards of student conduct and enforces discipline as necessary.

7. Supervises and evaluates the school's extra-curricular program in coordination with the Yazoo County School District Athletic Director.
8. Organizes the work of staff members to secure their maximum contribution in the planning, execution, and evaluation of the overall program.
9. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
10. Monitors parent/teacher conferences as needed.
11. Conducts faculty meetings as necessary to ensure functioning of the school, professional development, and educational program improvement.
12. Attends all schedule administrative meetings.
13. Conducts formal evaluations during the months of October and November during the first semester and February and March during the second semester.
14. Conducts evaluations of support service personnel annually.
15. Demonstrates the requirements of the administrator's personnel appraisal instrument annually as implemented by the Mississippi Department of Education.
16. Assures that the approved personnel appraisal plan has been explained to all certified staff and is available to them in written form.
17. Assures that each certified staff member who fails one or more of the competencies will have appropriate staff development made available.
18. Conducts follow-up conferences to discuss observation findings.
19. Monitors teachers' review/revision of curriculum.
20. Monitors teachers' grade and department meetings.
21. Attends professional development workshops provided by the school district.
22. Works with assistant superintendent and curriculum coordinator in determining course offering annually.
23. Works with teachers in the interpretation and use of standardized test data in the classroom.
24. Ensures Mississippi Accreditation standards are implemented at the local level.
25. Monitors teachers' progress toward achieving objectives by reviewing on-line lesson plans and tests for the following week to verify sequencing of skills, delivery, activities, remediation, conformity to the instructional management plan and those teachers are testing the objectives taught. Lesson plans are to be on-line at the end of day or Friday of each prior week. Responds to lesson plans in a timely manner when inadequate planning is found.
26. Provides specific training activities to help classroom teachers and support staff improve inadequate instructional practice.
27. Uses exemplary teacher practices as models for staff development.
28. Collects data on disciplinary problems systematically and uses the data to improve the discipline plan.

29. Maintains an inventory of equipment and furnishings, which includes an evaluation of the condition and value of each item.
30. Maintains high financial management integrity.
31. Prepare and maintain documentation using the new MS Principal Evaluation System to be reviewed by superintendent: informally with feedback by October 15th and formally by February 15th (Mississippi Teacher Growth Rubric/Mississippi Counselor Growth Rubric/Mississippi Librarian Evaluation) per implementation by Mississippi Department of Education.
32. Performs other duties as assigned by the superintendent.

UPDATED AND REVISED JULY 2, 2018