



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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### **POSITION:**

**ELEMENTARY PRINCIPAL**

### **REPORTS TO:**

Superintendent of Richmond County Schools

### **JOB DESCRIPTION:**

The principal's primary job responsibility is supervision, discipline, and monitoring of students. The principal, under the direction of the Superintendent, implements and enforces school board policies, administrative rules, and regulations. The principal will work cooperatively with the district administrator and administrative team, support district-wide goals and initiatives, and will be held directly accountable to the district administrator.

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Bachelors degree from an accredited institution
- Master's degree from an accredited college or university with a specialization in the areas of supervision, curriculum, and/ or administration
- Successful Assistant Principal experience required.
- Demonstrated leadership, management, and supervision skills.
- Strong interpersonal and communication skills

### **ESSENTIAL JOB FUNCTIONS:**

- Follow all rules, policies, and procedures of Richmond County Schools, along with state and federal regulations pertaining to school issues.

- Lead in planning, developing, coordinating, and evaluating the operations of the school. Conceptualize the broad goals and vision of the school and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- Identify annual objectives for the instructional and extra-curricular programs of the school.
- Involve faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
- Maintain up-to-date student performance data to evaluate student progress in the instructional program.
- Supervise and appraise the performance of the school staff in accordance with state and local requirements.
- Maintain inter-school communications and seek assistance from central administrative staff to improve performance; maintain good relationships with student, staff, and parents; comply with established lines of authority.
- Create a collaborative work environment utilizing site-based management that promotes continuous improvement and emphasizes a sense of community.
- Provide structures for the development of an effective professional learning community aligned with the school improvement plan, focused on results.
- Supervise and conduct personnel administration duties for staff including hiring recommendations, evaluations, assigning special duties, monitoring attendance, and granting leave.
- Maintain order and enforce RCS student Code of Conduct.
- Perform other duties and responsibilities as requested by the Superintendent.

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force

frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**