



Richmond County Schools

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

POSITION: **HIGH SCHOOL PRINCIPAL**

REPORTS TO: Superintendent

JOB DESCRIPTION:

The High School Principal serves as the instructional and administrative leader of the school, responsible for planning, coordinating, and evaluating all school operations. This role ensures compliance with district, state, and federal regulations while fostering a safe, inclusive, and academically rigorous environment. The principal leads the development of school goals, instructional programs, and extracurricular activities, while promoting a collaborative culture focused on continuous improvement and student success.

QUALIFICATIONS:

- Master's degree from an accredited college or university with a specialization in the areas of supervision, curriculum, and/ or administration
- At least five years of successful administrative experience at the school or district level
- Demonstrated leadership, management, and supervision skills
- Strong interpersonal and communication skills

ESSENTIAL JOB FUNCTIONS:

- Ensure compliance with all Richmond County Schools policies, as well as state and federal regulations related to school operations.
- Lead the planning, development, coordination, and evaluation of all school functions and programs.

- Establish and communicate a clear vision and broad goals for the school, ensuring alignment with district and state expectations.
- Identify and implement annual objectives for instructional, extracurricular, and athletic programs in collaboration with staff.
- Monitor and analyze student performance data to guide instructional decisions and improve academic outcomes.
- Supervise and evaluate school staff in accordance with state and local performance standards.
- Foster effective communication and collaboration among students, staff, parents, and district personnel.
- Promote a collaborative, site-based management culture that supports continuous school improvement and community engagement.
- Develop and support a professional learning community aligned with the school improvement plan and focused on student achievement.
- Oversee personnel functions including hiring recommendations, staff evaluations, attendance monitoring, and leave approvals.
- Maintain a safe and orderly school environment by enforcing the RCS Student Code of Conduct.
- Demonstrate effective leadership in managing programs, services, and school-wide initiatives.
- Perform additional duties and responsibilities as assigned 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