JOB DESCRIPTION
Campbell County School District
Principal

Job Summary
Certified/Professional/Supervision

Plan, direct, or coordinate the academic, administrative, and auxiliary activities of the school. Manage through the use of leadership, supervisory, and administrative skills so as to promote the educational development of each student and the professional development of the total staff.

1. Establishes a clear set of goals for the school consistent with the vision and belief statements of the school system and based on the school's improvement plan.
2. Assumes the responsibility for creating and maintaining a school culture indicative of a professional learning community.
3. Assumes administrative responsibility and instructional leadership for planning, management, operation, and evaluation of educational programs.
4. Coordinates staff development opportunities.
5. Evaluates faculty.
6. Promote the health and safety of students and staff.
7. Administers the school budget, utilizing all available funds consistent with instructional and administrative goals, and supervise the maintenance of records.
8. Works cooperatively with district office and all school personnel to ensure an effective instructional program.
9. Administer the code of discipline and behavior as stated in the Campbell County School Board Policy Manual.
10. Promote regular attendance.
11. Fulfill other duties as assigned by the appropriate supervisor.

Qualifications

- Current valid educator license with endorsement in Administration and Supervision
- Minimum of a Master's degree in education
- Teacher leadership experience
- Evaluation scores/data indicating effective instruction
- Minimum of 5 years teaching experience
- Evidence of demonstrated student growth, high expectations for all students, and evidence of use of collaboration to improve instruction and student achievement
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities of adults
- Adaptability to perform a variety of tasks simultaneously

- Professionalism and ability to interact with a variety of personalities of adults
- Adaptability to perform a variety of tasks simultaneously

This job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Principal.

Name (Print) Signature Date