



Job Title: Principal

Supervisor: Executive Director for Elementary, Middle or Secondary

Terms of Employment: 246 days

Job Summary:

Serve as the administrator of the school exercising leadership, supervisory and administrative skills to promote the educational development of each student, the professional development of each staff member, and the overall performance of the school.

Essential Duties:

- Ensure that the District's vision, mission, shared beliefs and goals are conceptualized and aligned at the school level and provide leadership accordingly to ensure that supporting procedures and practices are implemented at the school.
- Ensure that the school and staff give high priority service to students, including taking responsibility for students' academic learning.
- Model civility and integrity in all dealings with colleagues, student, staff, parents and community.
- Serve as a contributing member of the District administrative team, maintaining an interest and promoting the welfare of the school and the school system as a whole.
- Ensure that the school's instructional objectives, programs and practices are aligned with the educational philosophy adopted by the District and that they are carried out in such a way to serve students and their academic progress.
- Monitor, analyze and evaluate the school's student achievement results, evaluate and appraise the effectiveness of academic programs and performance of the school staff as related to student performance.
- Maintain a long-term view of the success of the school, taking appropriate steps to develop staff and programs to sustain progress.
- Follow District policies and administrative rules and regulations, as well as State and Federal laws and regulations.
- Serve as the administrative head of the school and as such, accept responsibility for coordination of the resources of the school and general supervision of all school activities, safety and welfare.
- Identify and monitor the annual objectives for the instructional, extra-curricular and athletic programs of the school.



- Commit to continuous professional growth personally and provide activities that facilitate the professional growth of the school staff.
- Interpret the school's programs and goals to the community, maintain positive channels of communication with community members, and develop ways for community members to be involved in the attainment of the school's goals.
- Involve teachers, students, parents and other parts of the school community on a regular planned basis in efforts to improve the school program.
- Develop a planned and effective internal communication plan to keep staff members involved and informed about the school and related issues that affect them.
- Follow approved fiscal procedures to safeguard all funds that may be received or disbursed by the school, comply with all purchasing, auditing and budget requirements.
- Screen and recommend employees for positions; assign all staff in accordance with their certification and competency, orient and assist new staff members.
- Direct and evaluate the activities of professional and support staff in performance of their duties, provide appropriate staff development, maintain accurate written records of evaluations, consultations, and dismissals regarding performance.
- Establish, implement and evaluate procedures used to carry out the daily operation of the school.
- Ensure that accurate school and student records are kept and safeguarded.
- Accept responsibility for the use, safety, security and condition of the school.
- Work collaboratively with all departments of the District office, using the proper and established channels of communication to obtain needed services, funding, or support to meet the identified needs of the school; keep the appropriate District staff members informed about relevant school issues.

Other Duties:

Perform such other duties and responsibilities as may from time to time be assigned

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Master's degree in education and administration from an accredited university that includes graduate study in school leadership and curriculum development.
- Valid South Carolina principal's certificate.
- Three to five years of successful teaching and administrative experience at the elementary, middle or secondary level; (0 – 899) or the equivalent combination of training and experience that provide the required knowledge, skills and abilities that are appropriate and acceptable.
- Demonstrated proficiency in written, spoken and interpersonal communication.
- Demonstrated proficiency in the use of technology.
- Such alternatives to the above qualifications as may be found appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, stand and reach with hands and arms, stoop or kneel, and crouch. Duties may involve risk resulting from attending to students' behavioral needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone

Work Environment:



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 305- 308

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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