**NESHOBA 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 Neshoba 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 building 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 financial management integrity and prepares for a meeting of annual school budget needs with the superintendent;

7. Ensures Mississippi Accreditation standards are implemented at the local level;

8. Works with the Federal Programs Director on Title School-Wide Plan;

9. Collects data on disciplinary problems systematically and uses the data to improve the discipline plan;

10. Maintains an inventory of fixed assets (equipment and furnishings), which includes an evaluation of the condition and value of each item;

11. Maintains high standards of student conduct and enforces discipline as necessary;

12. Supervises and evaluates the school's extra-curricular program;

13. Acts as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life;

14. Monitors parent/teacher conferences as needed;

15. Attends all scheduled administrative meetings;

16. Maintains weekly, focused Professional Learning Communities (PLCs) to ensure educational program improvement, using exemplary teacher practices as models for staff development;

17. Analyzes all assessment data (diagnostic, benchmark, state assessments, etc.) and works with teachers in the interpretation and use of assessment data in the classroom;

18. Maintains accurate student data for the accountability model;

19. Prepares quarterly data meetings with the superintendent;

20. Meets all requirement of the MS Professional Growth System regarding teachers and other certified personnel; a) a minimum of two informal (unannounced) observations and one formal (announced) observation each school year, b) provide clear, specific, and actionable feedback, c) monitor change in instructional and professional practice, and d) submits a spreadsheet of evaluations to the assistant superintendent by the end of May;

21. Conducts evaluations of support service personnel annually;

22. 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;

23. Provides specific training activities to help classroom teachers and support staff improve inadequate instructional practice;

24. Demonstrates the requirements of the MS Administrator Growth Rubric annually as implemented by MDE and evaluated by the superintendent;

25. Attends professional development workshops/conferences provided by the school district;

26. Performs other duties as assigned by the superintendent.