



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 11/88; 3/92; 6/92; 2/93; 1/94; 12/94; 2/95; 2/97; 3/01; 4/02; 10/12; 3/13; 8/15; 6/18

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Principal, High School	<b>JOB CODE:</b> 610A
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Principal Annual
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, CCSD High Schools	<b>PAY GRADE:</b> CH6 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<p><b>PRIMARY FUNCTION:</b> The Principal provides the vision and leadership to promote and sustain high academic achievement for all students and successfully carry out the implementation of the District strategic plan; exhibits thorough knowledge and practice of instructional leadership rules and regulations pertaining to instructional and assessment programs; displays proficiency in the integration of instructional technology; demonstrates operational and financial acumen; and deals sensitively and responsibly with the community, central office departments, and all internal and external customers.</p>	

### REQUIREMENTS:

1.	Educational Level: Master Degree in Educational Leadership, Specialist Degree in Educational Leadership preferred
2.	Certification/License Required: GA Educational Leadership Certificate, Level 5 or higher; or comparable certificate from out-of-state which must meet GA Professional Standards Commission requirements
3.	Experience: 6 years successful educational experience including 3 years administrative experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; communication; planning

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; communicates effectively and appropriately within the school and community; promotes public relations and facilitates positive communications between the school and community; observes and evaluates the performance of employees; interviews and recommends applicants for employment according to federal, state and county policies and procedures; supervises student and staff conduct and monitors their progress toward achieving specified goals.
2.	Demonstrates appropriate knowledge of curriculum, and evaluates the instructional program.
3.	Establishes a positive school climate that includes high expectations, interactive teaching, clearly defined goals and objectives.
4.	Appropriately organizes and supervises coordinates programs, tasks, and materials to enhance student learning and teacher effectiveness; organizes all curricular and extracurricular activities of the students and school; assures optimism intra-and inter-school articulation, coordination, and program implementation.
5.	Implements Student Advisement (SA), Student Support Team (SST), and Instructional Lead Teacher (ILT) functions according to guidelines; monitors school-wide goal setting, implementation, and evaluation.
6.	Administers and improves the total school program in compliance with all procedures, standards, and regulations; allocates resources, supervises personnel, and coordinates schedules.
7.	Implements procedures to assure the safety and welfare of students and staff including traffic control and student transportation.
8.	Supervises the maintenance and operation of all school facilities and grounds; organizes and manages meetings, conflicts, reports, and paperwork.

9.	Develops a school budget, accounts for school funds, and administers all budget related matters according to established state and county regulations and guidelines; reviews disbursement packages for proper documentation and signatures in accordance with local school accounting procedures; determines the validity and appropriateness of purchases; demonstrates consistently appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_