



EMPLOYEE NAME: _____

Revised: 6/86; 8/88; 3/92; 6/92; 1/94; 11/94; 2/95; 11/96; 4/01; 4/02; 10/12; 8/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Principal, Middle School	JOB CODE: 610B
DIVISION: Leadership	SALARY SCHEDULE: Principal Annual
DEPARTMENT: Leadership	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, CCSD Middle Schools	PAY GRADE: CM4 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: 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.	

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.
2.	Communicate effectively and appropriately within the school and community.
3.	Observes and evaluates the performance of employees.
4.	Supervises student and staff conduct and monitors their progress toward achieving specified goals.
5.	Interviews and recommends applicants for employment according to federal, state, and county policies and procedures.
6.	Promotes public relations and facilitates positive communications between the school and community.
7.	Demonstrates appropriate knowledge of curriculum; supervises and evaluates the instructional program.
8.	Establishes a positive school climate that includes high expectations, interactive teaching, clearly defined goals and objectives.
9.	Implements student support team functions according to guidelines.
10.	Assures optimum intra- and inter-school articulation, coordination, and program implementation.
11.	Monitors school wide goal setting, implementation and evaluation.
12.	Administers and improves the total school program in compliance with all procedures, standards and regulations.
13.	Supervises the maintenance and operations of the school food service program.
14.	Organizes and coordinates programs, tasks, and materials to enhance student learning and teacher effectiveness.
15.	Organizes and supervises all appropriate curricular and extracurricular activities of the students and school.
16.	Implements procedures to assure the safety and welfare of students and staff including traffic control and

	student transportation.
17.	Supervises the maintenance and operation of all school facilities and grounds.
18.	Organizes and manages meetings, conflicts, reports and paperwork.
19.	Develops a school budget, accounts for school funds and administers all budget related matters according to established state and county regulations and guidelines.
20.	Reviews disbursement packages for proper documentation and signatures in accordance with local school accounting procedures.
21.	Determines the validity and appropriateness of purchases.
22.	Demonstrates consistently appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations.
23.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____