



EMPLOYEE NAME: _____

Created: 4/15; Revised 9/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Principal, HAVEN Academy at Skyview	JOB CODE: 610B
DIVISION: Academic, Teaching & Learning and Specialized Services	SALARY SCHEDULE: Principal
DEPARTMENT: HAVEN Academy	WORK DAYS: 238
REPORTS TO: Director, HAVEN Academy	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 and social/emotional growth 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; exhibits knowledge of therapeutic practices and research based programming for students with Autism and Emotional Behavior Disorders; 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; experience in special education preferred
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.	Communicates 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, District, stakeholders and community.
7.	Demonstrates appropriate knowledge of curriculum; supervises and evaluates the instructional program and therapeutic instruction practices.
8.	Establishes a positive school climate that includes high expectations, interactive teaching, clearly defined goals and objectives.
9.	Monitors and supervises treatment team meetings 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.	Ensures that staff adheres to District special education policies and procedures including federal regulations/state rules and all due process procedural safeguards are afforded to students and their parents/guardians.
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.	Manages a local budget, accounts for school funds and administers all budget related matters according to established state and county regulations and guidelines.
20.	Demonstrates consistently appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____