

JOB DESCRIPTION
Cumberland County School District

PRINCIPAL – HIGH SCHOOL

Purpose Statement

The job of Principal – High School was established for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at a high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Assistant Superintendent of Curriculum and Instruction

Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Delegate's responsibility for a variety of administrative functions to Assistant Principal and other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Board of Education.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Monitors, investigates and documents employee problems, then pursues appropriate solutions.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches and acquires when possible, alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS: Competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE: To satisfactorily perform the functions of the job including but not limited to; pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY: Flexibility to manage multiple tasks and change focus as needed to meet the needs of the school community are necessary. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility

Responsibilities include: The management and operation of the personnel and facilities of the assigned public school. This school will be subject to the statutes of the State and the rules, regulations, policy and minimum standards of the local school board and the Department of Education.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 50% walking/ standing. This job is performed in a generally clean and healthy environment.

Experience

Education Masters degree in job related area.

Equivalency Two years of Administrative experience as well as five (5) years as a teacher preferred.

Requirement

This is a certified position.

Certification & Licenses

Valid TN Teacher's License/Certification

Administrative Certification

Poses and maintain a valid TN Driver's License

Continuing Educ. / Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade