



**TITLE:** SECONDARY PRINCIPAL

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Assistant Principal, Teachers, Paraprofessionals, Other Professional Staff, All Nonprofessional Personnel, Other Resource and Service Personnel while functioning in the Assigned School.

**QUALIFICATIONS:** Holds a Master's Degree, with a major in educational administration and/or supervision.  
Has at least two years teaching experience.  
Holds a valid state certificate to practice as a school principal.

**TERMS OF EMPLOYMENT:** The work year is twelve (12) months. Salary in accordance with current schedule.

**GENERAL RESPONSIBILITIES:** Manages assigned school so as to promote the educational development of each student by using leadership, supervisory, and administrative skills.

**EVALUATION:** Performance of this job will be evaluated by teachers and Superintendent, annually.

**DESCRIPTION OF DUTIES:**

1. Plans the program to suit the needs of the community and needs, interest, and abilities of the students in assigned school and evaluates the various facets of it.
2. Serves as instructional leader and administrative head of the assigned school.
3. Supervises the school's educational program, personnel (professional, paraprofessional and nonprofessional) and student activities.
4. Assumes responsibility for the implementation, interpretation, and observance of all district/school policies and regulations by the school's staff and students.
5. Assists in the development, revisions, and evaluation of the curriculum.

6. Directs the planning, coordination, and evaluation of curricular offerings to provide a more effective implementation of the school's/district's philosophy and to meet and maintain the standards of accreditation.
7. Supervises emergency preparedness programs (e.g., fire drills, tornado drills, etc.).
8. Maintains high standards of student conduct and enforces discipline, as necessary, according to due process to the rights of students.
9. Budgets school time to provide for the efficient conduct of school instruction and business.
10. Confers with all personnel, parents and students concerning regulations, policies, achievement, growth, discipline and extra-curricular activities.
11. Prepares all reports for school, district, regional and State Department of Education.
12. Acts as liaison between the school and community, interpreting activities and policies of the school/district and encouraging community participation in school life.
13. Assists in the coordination of Special Services and Chapter I programs with regular classes.
14. Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's staff.
15. Observes and evaluates the on the job performance of all persons supervised.
16. Recommends employees for employment or removal according to established procedures.
17. Assumes the responsibility for the attendance, conduct, and health/welfare of students.
18. Assists in the in-service orientation and staff development training of teachers and/or other personnel.
19. Oversees grading of students and reporting to parents.
20. Supervises the maintenance of accurate records on the progress, attendance and discipline reports of students.
21. Conducts meetings of the staff, as necessary, for the proper function of school.
22. Attends Principal's meetings and Board meeting, as needed.

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23. Prepares schedules, assigning duties, homerooms, etc.
24. Assumes the responsibility of approving lunch applications, requisitions and verifying inventories.
25. Participates in professional seminars, workshops, in-service, etc. on local, state and, when possible, national basis.
26. Works with the faculty and librarian in developing the library and using it effectively.
27. Prepares administrative bulletins/memorandums.
28. Represents the school in community functions.
29. Supervises acquisitions, evaluation, and improvement of instructional materials/supplies and their usage.