

West Carroll Board of Education

Job Description

Descriptor Term:

Principal

Board Policy Reference

5.013

QUALIFICATIONS

1. State of Tennessee Department of Education Professional License with supervisor/administrator endorsement.
2. At least 3 years experience in the field of education.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO

Director of Schools

JOB GOALS

Plan, organize, control and direct the instructional programs, operations, plant and personnel of the school to which assigned.

DUTIES

1. Keeps the director of schools completely and continuously informed regarding the conditions and activities of the school.
2. Participates in interviewing certificated and support staff; recommends selection and dismissal of staff for employment; assigns faculty and support staff as appropriate to meet school objectives.
3. Enforces applicable state and district codes, policies, laws, and procedures; administer district and school site discipline policies and safety programs; directs and enforces any federal programs in school with appropriate district administrators.
4. Coordinates the maintenance operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
5. Assures the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance and other support services.
6. Establishes, coordinates and maintains communication with community, parents, PTO representatives, and law enforcement officials.
7. Directs the development and implementation of the school's improvement plan.
8. Completes faculty and support staff performance evaluations with input from district office; responsible for maintaining and completing evaluation records.
9. Assigns mentor teacher for newly appointed teachers.
10. Evaluates and revises the instructional program with appropriate district administrators.
11. Performs other related duties as assigned by the director of schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Office environment; subject to constant interruptions. Occasional travel within state to conferences.

TERMS OF EMPLOYMENT

Ten, eleven, or twelve month year. Salary and work year to be established by board of education with recommendation from director of schools. Extended hours beyond the regular school day may be frequently required.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation of Professional Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.