**NEWTON MUNICIPAL SCHOOL DISTRICT**



**JOB DESCRIPTION**

**TITLE:** Principal – Secondary

**QUALIFICATIONS:**

1. Proper certification as required by the Mississippi Educator Licensure Department. (AA certificate in Administration and Supervision)
2. A minimum of five years of experience in the field of public education, including experience as a classroom teacher preferred.
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**SUPERVISES:**

1. Certified Staff

2. Classified Staff

3. Bus Drivers

4. Student Teachers

5. Volunteers

6. Pupils

**REPORTS TO:** Superintendent

**JOB GOAL:**

To provide on-site administration and execution of the district educational programs, policies, and regulations; development of school mission goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Attends school board, district, staff, and other meetings and serves on committees
2. Advises district personnel of needs
3. Communicates and interprets policies to faculty, staff, students, and parents
4. Develops programs to include teacher, student, and community input into the decision making process
5. Recommends the employment of personnel
6. Conducts teacher orientation
7. Conducts staff and faculty meetings
8. Implements behavior designed to achieve high morale of faculty and staff
9. Provides appropriate avenues for conflict resolutions for faculty and staff
10. Organizes and directs advisory groups and committees
11. Informs staff of their duties and responsibilities
12. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
13. Maintains student discipline
14. Provides for the health, safety, and welfare of the students at all times
15. Supervises extracurricular activities
16. Procures and distributes instructional supplies and equipment
17. Works with other administrators in the articulation of the educational program
18. Conducts group and individual teacher conferences; and visits classrooms for the

improvement of instruction

1. Serves on district curriculum committees
2. Evaluates instruction
3. Utilizes state instruments proficiently to evaluate teachers
4. Inspects the site and reports needs (ensures cleanliness, etc.)
5. Prepares reports as necessary
6. Maintains inventories
7. Supervises office staff
8. Supervises handling of money
9. Prepares routine correspondence
10. Prepares and disseminates school bulletins and handbooks
11. Holds parent conferences and assists in arranging parent-teacher conferences
12. Participates in local organizations and lay groups
13. Encourages publicity of school activities (media releases)
14. Performs as liaison with law enforcement and welfare agencies
15. Participates in staff development in accordance with state and district guidelines and directives
16. Prepares office reports as necessary
17. Assists with program research and development
18. Performs all other duties as assigned by the Superintendent

**TERMS OF EMPLOYMENT:**

240 days annually

**EVALUATION:**

The position of the Secondary Principal will be evaluated annually in accordance with provision of Board policy.

Approved by: Date:

(Superintendent)

Reviewed and agreed to by: Date:

(Employee)

NOTE: This form must be signed at the beginning of each new school year. A copy of the signed form will be placed in the employee’s personnel file.