

School Principal – Job Description

Reports To: Superintendent

Qualifications:

1. Valid Leadership Certification in Administration and Supervision; a Master's degree or higher is required; a minimum of five years acceptable school experience.
2. Ability to effectively communicate with students, staff, parents, and the public.

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Act as the instructional leader of the school, using leadership and communication skills to increase student achievement by creating an increase in quantity and quality of effective teacher collaboration, professional learning, and instructional best practices in the classroom.
5. Supervise the school's educational program and work cooperatively with appropriate staff in the effective implementation of the Georgia Performance Standards in all classrooms in Bremen City Schools.
6. Utilize various data, including, but not limited to, achievement scores, grades, formal assessment results, summative assessment results, student discipline reports, perception surveys, to create a school-wide approach to raising achievement and creating a positive school climate.
7. Assume responsibility for the implementation and observance of all state and local policies and regulations by the school's staff and students.
8. Work cooperatively in the recruiting, screening, hiring, training, assigning, and evaluation of the school's staff as defined by board policy and regulations.
9. Assume responsibility for the safety and administration of the school plant.
10. Delegate authority to responsible persons to assume responsibility for the school in the absence of the principal.
11. Budget school time to provide for the efficient conduct of school instruction and business.
12. Plan and supervise fire drills and an emergency preparedness program.
13. Maintain high standards of student conduct and enforce discipline as necessary, affording due process rights to the students.
14. Assert leadership in time of civil disobedience in school in accordance with established board policy.
15. Work cooperatively with the in-service orientation of training of teachers, with special responsibility for staff administrative procedures and instructions.
16. Supervise the preparation of all school reports for the district office.
17. Make recommendations concerning the school's administration and instruction.
18. Assume responsibility for the attendance, conduct, and health of students.
19. Prepare a school budget under direction of the district office and keep accurate financial records of the school's budget.

20. Supervise the maintenance of accurate records on the progress and attendance of students.
21. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
22. Make arrangements for special conferences between parents and teachers.
23. Conduct meetings of the staff as necessary for the proper functioning of the school.
24. Assume responsibility for maintenance and upkeep of the school building(s) and grounds.
25. Assume responsibility for the organization, operation, and evaluation of all school extra-curricular activities.
26. Interpret school, district, and state testing programs to the staff and to the public.
27. Work cooperatively in the planning and implementation of the district program for exceptional children.
28. Coordinate and participate in facility and professional meetings, professional learning, and other trainings working through the Assistant Superintendent of Curriculum and Instruction.
29. Perform other duties as assigned.