

**SHELBY COUNTY SCHOOLS
JOB DESCRIPTION**

PRINCIPAL

ELEMENTARY/MIDDLE SCHOOL

QUALIFICATIONS: Master's Degree
Licensure in administration and supervision issued by Tennessee State Department of Education
Minimum of three years of successful experience as a classroom teacher in grade level appropriate to position required
Prior school administrative experience required
Such alternatives as the Superintendent may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOAL: To use leadership, communication, supervisory and administrative skills in order to make the school an attractive, pleasant, and productive place in which the educational development of each student is promoted.

PERFORMANCE RESPONSIBILITIES:

1. Assumes full responsibility for the organization, implementation, and administration of the total school program as it relates to student, faculty, and other assigned personnel.
2. Assumes responsibility for the supervision and evaluation of the instructional program and the assignment, supervision, and evaluation of all personnel involved in the total school program.
3. Maintains high standards of student conduct and enforces discipline as necessary.
4. Assumes responsibility for providing conditions within the school which are conducive to learning.
5. Adheres to policies, principles, and procedures for the internal school accounting as approved by the Shelby County Board of Education in compliance with the Internal School Accounting Act.
6. Assumes responsibility for administering the funds allocated on a per pupil basis to the school in a manner which will assure maximize utilization of the funds.
7. Adheres to professional, ethical, and moral standards of conduct in the transaction of all school business.
8. Cooperates with those agencies of state and local governments which render services to students.
9. Establishes effective communication with students, teachers, parents, and community organizations and provides opportunities for community involvement in all phases of the school program.
10. Prepares and submits to the appropriate agencies (Shelby County Board of Education, State Department of Education, Southern Association of Colleges and Schools, etc.) all required records and reports.
11. Administers the school program according to the standards of the local Board of Education, State Board of Education, and the Southern Association of Colleges and Schools.
12. Serves as supervisor of the school plant and facilities and requests the maintenance necessary for insuring the health and safety of all students and personnel.
13. Utilizes the supportive services provided by Shelby County Schools to improve the effectiveness of the school program.
14. Adheres to due process procedures in all matters relating to the rights, welfare, and personal safety of students and personnel.

15. Adheres to all policies pertaining to the National School Lunch Program, which are applicable to the management and operation of the school lunchroom.
16. Assumes responsibility for seeing that the school complies with the Occupational Safety and Health Act and for keeping faculty and staff members informed of their responsibilities pertaining to student safety.
17. Improves professional skills and knowledge; assumes educational leadership roles; and performs duties in a professional, honest, and responsible manner.
18. Uses oral and written communication skills correctly and effectively.
19. Maintains and accounts for the funds generated by student activities.
20. Performs such other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of Shelby County Schools evaluation of Administrative Personnel.