

TITLE

Principal

QUALIFICATIONS

- Valid teacher's license with appropriate endorsements; and
- Administrative or supervisory experience and certification in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

JOB GOAL

To manage assigned school through the use of leadership, supervisory, and administrative skills so as to promote the educational development of each student and the professional development of the total staff.

ESSENTIAL FUNCTIONS

- Supervises the operation and management of personnel and facilities;
- Assumes administrative responsibility and instructional leadership for the planning, management, operation, and evaluation of the educational program;
- Submits recommendations to the director regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel;
- Keeps the director and his assistants continually informed regarding the conditions of the school and its activities;
- Assumes responsibility for maintaining good public relations with the community and using the community resources to enrich the learning program;
- Evaluates teachers and other personnel as outlined in state law, Minimum Rules and Regulations, and Board policies;
- Assumes responsibility for the implementation of curriculum guides for each grade level;
- Oversees the health and safety of students;
- Requisitions supplies and equipment and all other materials necessary to operate the school through the office of the director;
- Assumes responsibility for having teachers' meetings, parent-teacher conferences, school activities, and school exhibits;
- Ensures the proper care and accounting of all equipment, textbooks, and supplies assigned to the school;
- Assumes responsibility for student teachers and gives approval prior to a student teacher assuming duties;
- Selects substitute teachers from a list approved by the Board;
- Reports to the director or his designee the names of all children on the list furnished to him that have not appeared for enrollment;
- Joins the director and the chairman of the Board in determining surplus property;
- Administers the code of discipline and behavior within the school.

- Displays the United States flag and the Tennessee State flag during each school day;
- Administers the athletic program in accordance with the Tennessee Secondary School Athletic Association, if appropriate;
- Observes all other rules and regulations relative to the operation of the schools as established by law and as contained in the Rules, Regulations, and Minimum Standards of the State Board of Education; and
- Stays familiar with and ensures appropriate implementation of all board policies.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instructions.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- Intelligence: General learning ability. The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- Verbal: Ability to understand meanings of words and ideas associated with them.
- Numerical: Ability to perform mathematical operations quickly and accurately.
- Manual Dexterity: Ability to move the hands and fingers easily.

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WORK CONDITIONS

Normal working environment.

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.

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