



Biloxi Public Schools

Job Announcement

Position: Principal
Location: Biloxi Upper Elementary School (5th & 6th Grade)
Reports to: Superintendent
Contract Type: Certified Exempt (230 Days)

Qualifications:

- MS License in Educational Administration (486)
- Building level administrative experience preferred
- Knowledge of Statewide Accountability Model

Essential Duties & Responsibilities:

- Assist in preparation of the budget for the purpose of ensuring that funds are sufficient to provide students and faculty with the items necessary for high quality instruction.
- Assume the role of instructional leader for the purpose of encouraging faculty and students to follow the school's vision.
- Assure the proper maintenance of buildings and grounds for the purpose of providing a clean, safe, and inviting learning environment.
- Participate in local, state, and national educational organizations for the purpose of staying current with educational trends and best practices.
- Demand that all policies involving money are followed (fundraising, money handling, requisitioning, purchasing, etc.).
- Ensure that classroom management plans are developed and followed for the purpose of providing high quality instruction.
- Evaluate all certified and classified personnel, formally and informally, as required by the District for the purpose of maintaining high quality instruction.
- Interview and recommend the best qualified candidates for certified and classified openings.
- Maintain an active public relations program for the purpose of promoting public education in general and his/her school in particular.
- Maintain an inventory all fixed assets in accordance with state and district requirements.
- Work diligently for the purpose of ensuring that Special Education students are receiving appropriate services and high-quality instruction.
- All other duties and responsibilities assigned by the superintendent.

Contract & Salary:

- 230 Day Contract
- Salary based on the Biloxi Public School District's approved salary scale

Application Process:

- Application may be found by visiting the "Careers" tab at <http://www.biloxischools.net>