

CORINTH SCHOOL DISTRICT
CORINTH ELEMENTARY SCHOOL (Pre-K-Grade 4) PRINCIPAL
JOB DESCRIPTION

QUALIFICATIONS: The ideal candidate must meet the minimum required skills, knowledge, and successful work experience requirement as listed below:

1. Mississippi License in Educational Administration and Supervision
2. Master's degree
3. Five (5) years' experience in Educational Administration with experience as a Principal preferred
4. Knowledge of Mississippi Accountability Model
5. Knowledge of Education Employment Procedures Law and due process procedures
6. Demonstrated skills in developing a positive school culture in an elementary school setting, decision-making, leadership and human resource management, and communication

REPORTS TO: School District Superintendent

JOB GOAL: Lead the school's vision, mission, and strategic goals to ensure the success of all students by promoting a safe and nurturing environment for students, staff, and families that supports the development and delivery of a rigorous standards-based instructional program emphasizing excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as an instructional leader that encourages faculty and students to strive for excellence

- Coordinate and develop the overall instructional activities and plans within the school following district guidelines and expectations.
- Communicate policies, procedures and expectations to students, faculty, staff and parents.
- Develop and implement a process to include teachers, student and community input in the decision-making process.
- Assure the proper maintenance of buildings and grounds for the purpose of providing a clean, safe, and inviting learning environment.
- Ensure appropriate classroom management plans are developed and implemented that allows teachers to deliver high quality instruction that facilitates student learning.
- Maintain student discipline through appropriate strategies and support teachers in classroom management situations.
- Evaluate all certified and non-certified personnel, formally and informally, as required by the District for the purpose of maintaining high quality programs.
- Provide for the health, safety, welfare, and social and emotional needs of staff and students at all times.
- Supervise the purchase of supplies and instructional materials to carry out the intent of school instructional activities.
- Coordinate and schedule professional development activities to help teachers and support staff to improve and address instruction, classroom management, and social and emotional need.

- Supervise and complete reports that are required by the District and the Mississippi Department of Education.
- Work collaboratively with other school Principals and District office personnel.
- Possess effective communication skills including speaking, listening, writing, and technology.
- Perform any other duties that may be assigned by the Superintendent.
- Willing to live in the Corinth School District community.

APPLICATION

Applications can be located under the Employee Application Link under About Us on the www.corinth.k12.ms.us website.

Please submit completed application, resume, and copy of current license to:

Lee Childress, Superintendent
Corinth School District
1204 North Harper Road
Corinth, MS 38834

Or

Email completed application, resume, and copy of current license to lchildress@corinth.k12.ms.us

Applications will be accepted until the position is filled.