

Newton Municipal School District



JOB ANNOUNCEMENT

POSITION: High School Principal
REPORTS TO: Superintendent
CONTRACT TYPE: Certified Exempt (235 Days)
SALARY: Salary based on the Newton Municipal School District's board approved salary scale

QUALIFICATIONS:

- Mississippi License in Educational Administration (486)
- Minimum of 5 years of educational administration experience
- Building level administrative experience preferred
- Knowledge and understanding of the MDE's Statewide Accountability Model
- Alternative and supplemental requirements to the above qualifications as the Superintendent and School Board deem appropriate and acceptable

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Interprets and analyzes data to drive student achievement
- Submits records, plans, and reports, as required by the district and state in a timely manner
- Develops, articulates, and implements a strategic plan for achieving school goals which are aligned to Newton Municipal School District's (NMSD) Strategic Plan
- Ensures that all NMSD policies, procedures, and expectations are communicated and followed by faculty, staff, students, and parents
- Assists in the recruiting, screening, hiring, and training of highly qualified staff
- Conducts staff and faculty meetings regularly
- Assists in the development, revisions, and evaluation of the curriculum
- Provides professional development opportunities to help classroom teachers and support staff improve instructional practices
- Conducts evaluations of all certified and non-certified personnel at the high school level, as required by the district, to ensure and maintain the delivery of high-quality instruction
- Maintains high standards for student conduct
- Ensures the proper maintenance of buildings and grounds to promote a safe and orderly environment conducive to learning
- Maintains inventory of all fixed assets in accordance with state and district requirements
- Assists in preparation of the school's budget to ensure that sufficient funds are designated to providing high quality instruction and improving student achievement
- Performs all other duties as assigned by the Superintendent

APPLICATION PROCESS: Applications may be found on the Newton Municipal School District's website at <https://www.nmsd.us/employment-opportunities>. Applications will be accepted until the position is filled.