PEARL PIRATES

The mission of Pearl Public School District is to prepare each student to become a lifelong learner, achieve individual goals, and positively impact a global society.

ANNOUNCEMENT OF VACANCY: PRINCIPAL-PEARL JUNIOR HIGH SCHOOL

Pearl Public School District is seeking qualified applicants for the position of Accounts Payable Specialist.

- Length of Contract: 240 days
- Beginning Date: July 1, 2021

QUALIFICATIONS:

1. Valid Mississippi Educator License with an endorsement in school administration.
2. Master's degree or higher.
3. Three years' administrative experience preferred.
4. Such alternatives to the above qualifications as deemed appropriate and acceptable by the Board.

REPORTS TO**:** Superintendent

JOB GOAL**:** To use leadership, supervisory, and administrative skills to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Supervises the school's educational program.
3. Keeps Superintendent and other district personnel informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the school's budgetary requests and monitors expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
7. Works effectively with other members of the district's administrative staff including, but not limited to, special services, transportation, and child nutrition.
8. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
9. Maintains appropriate, effective, and active relationships with parents, students, and members of the community.
10. Budgets school time to provide for the efficient conduct of school instruction and business.
11. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
12. Assists in the development, revision, and evaluation of the curriculum.

13. Supervises all school-level professional, paraprofessional, administrative, and non-professional personnel.
14. Assists in recruiting, screening, hiring, training, assigning, and evaluating the school's professional staff.
15. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
16. Assumes responsibility for the safety and administration of the school plant.
17. Ensures all aspects of the district's and school's safety and crisis management policies are implemented.
18. Ensures all aspects of the district's and school's wellness policy are implemented.
19. Maintains high standards of student conduct and enforces discipline as necessary, affording due process rights to students.
20. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
21. Supervises and evaluates the school's athletic program, working in collaboration with the athletic director.
22. Supervises or delegates the supervision of all activities and programs that are outgrowths of the school's curriculum.
23. Supervises or delegates the supervision of the school's extracurricular program.
24. Assists in the orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
25. Assumes responsibility for the attendance, conduct, and health of students.
26. Develops or approves the master schedule including all teacher assignments.
27. Supervises the preparation of student schedules.
28. Works with department heads and faculty in compiling the annual budget requests.
29. Evaluates and counsels all staff regarding individual and group performance.
30. Recommends according to established procedures, the removal or non-renewal of any employee whose work is unsatisfactory.
31. Assists in maintaining discipline throughout the student body, dealing with special cases as necessary.
32. Assumes responsibility for adequate inventory of school property and for the security and accountability for that property.
33. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for overall school objectives and programs, to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
34. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research and findings, and best practices; and for attending appropriate professional meetings.
35. Follows all Board policies and procedures.
36. Maintains regular attendance and is punctual.
37. Promotes the district's vision, mission, and goals.
38. Adheres to the Mississippi Code of Ethics.
39. Performs other tasks and assumes other responsibilities as requested/assigned by the Superintendent and/or Assistant Superintendent.

Application Process: Submit a letter of interest and a resume to Kim LaFontaine, Assistant Superintendent of Academic Services, by 5:00 p.m. noon on Thursday, April 29, 2021. Be sure to include the name, email address, and phone number of three professional references on your resume.

Timeline: After a review of the resumes, a selected number of interviews will be held.

Pearl Public School District is an equal opportunity and affirmative action employer.