

# Western Line School District

## Principal - RHS (Principal - RHS)

### JOB POSTING

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#### Job Details

*Title*

**Principal - RHS**

*Posting ID*

**Principal - RHS**

*Description*

**Title: Principal**

**Qualifications: Mississippi Certification - 486  
Experience in Administration**

**Reports To: Superintendent**

**Supervises:**

All staff members including assistant principals, certified teachers, non-certified staff and custodial staff.

**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. Initiates, designs, and implements programs to meet specific needs of the school.
3. Keeps the superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and administers the school budget and supervises school finances.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration on a timely basis.
8. Works with various members of the central office staff on school problems of more than in-school import, such as transportation and special services.
9. Will keep the assistant principal informed of events and activities of an unusual nature as well as routine matters related to the assistant principal's accountability.
10. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students and strives to maintain the confidence of the Superintendent and school board with positive and professional management of school operations.
11. Budgets school time to provide for the efficient conduct of school instruction and business.
12. Maintains an on-going professional relationship with students and parents and deals with it in an honest, thoughtful, forthright, and impartial manner.
13. Leads in development, determination of appropriateness, and monitoring of the instructional program.
14. Schedules classes within established guidelines to meet student needs.
15. Communicates the school curriculum to the teachers and guides development, implementation, and evaluation of the curriculum.
16. Supervises the guidance program to enhance individual student education and development.
17. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
18. Establishes guides for proper student conduct and maintaining student discipline.
19. Attends special events held to recognize student achievement, and attends school-sponsored activities, function, and athletic events.
20. Maintains and monitors the various local funds generated by student activities with supervision of the superintendent and school board.
21. Supervises the maintenance of accurate records on the progress and attendance of students.
22. Assumes responsibility for the attendance and conduct of students.

23. Assumes responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations, attendance at regional, state, and national meetings, and enrollment in advanced courses.
24. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others, in the field.
25. Supervises all professional, paraprofessional, administrative, and support personnel attached to the school.
26. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
27. Supervises the school's teaching process.
28. Approves the master teaching schedule and any special assignments.
29. Orients newly assigned staff members and assists in their development as appropriate.
30. Evaluates and counsels all staff members regarding their individual and group performance.
31. Conducts meetings of the staff as necessary for the proper functioning of the school.
32. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
33. Recommends, according to established procedures, the removal of a teacher when work is unsatisfactory.
34. Makes arrangement for special conferences between parents and teachers.
35. Assumes responsibility for the safety and administration of the school plant.
36. Supervises the daily use of school facilities for both academic and nonacademic purposes.
37. Plans and supervises fire drills, tornado drills, and an emergency preparedness program.
38. Asserts leadership in times of civil disobedience in school in accordance with established Board policy.
39. Provides for adequate inventories of school property and for the security and accountability for the property.
40. Supervises all activities and programs that are outgrowths of the school's curriculum.
41. Supervises and evaluates the school's extracurricular program.
42. Participates in principals' meetings, negotiation meetings, and such other meetings as required or appropriate.
43. Serves as an ex officio member of all committees and councils within the school.
44. Cooperates with college and university officials regarding teacher training and preparation.
45. Assumes responsibility for all official school correspondence and news releases.
46. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
47. Serves as a member of such committees and attends such meetings as directed by the superintendent.
48. Delegates authority to the assistant principal or other personnel to assume responsibility for the school in the absence of the principal.
49. Performs additional duties, tasks, and assumes such other responsibilities as may be required or assigned by the superintendent.

**Terms of employment: 12 month position. Salary to be established by the Board.**

<i>Shift Type</i>	<b>Full-Time</b>
<i>Salary Range</i>	<b>Per Year</b>
<i>Location</i>	<b>Riverside High School</b>

**Applications Accepted**

<i>Start Date</i>	<b>03/27/2021</b>
<i>End Date</i>	<b>06/15/2021</b>