

**Greenwood School District 50
Position Description**

POSITION TITLE: Principal

Department:
Reports To: Superintendent

SUMMARY: Uses leadership, supervisory and administrative skills to manage assigned school as to promote the educational development of each student.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- ⇒ Establishes and maintains an effective learning climate in the school.
- ⇒ Plans, organizes, and directs implementation of all school activities.
- ⇒ Makes recommendations concerning the school's administration and instruction.
- ⇒ Works with various members of the central administrative staff on school problems such as transportation and special services.
- ⇒ Interprets and enforces district policies and administrative regulations.
- ⇒ Budgets school time to provide for the efficient conduct of school instruction and business.
- ⇒ Leads in the development, determination of appropriateness, and monitoring of the school's instructional program.
- ⇒ Schedules classes within established guides to meet student needs.
- ⇒ Establishes guides for proper student conduct and maintaining student discipline.
- ⇒ Participates in the selection and supervision of all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
- ⇒ Participates professionally in the fair assessment of all staff personnel including recommending according to established procedures the removal of any staff member whose work is unsatisfactory. Delegates some of the assessment responsibilities where there are a large number of employees.
- ⇒ Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- ⇒ Plans and supervises fire drills and an emergency preparedness program.
- ⇒ Asserts leadership in times of civil disobedience in school in accordance with established Board police.
- ⇒ Prepares and submits the school's budgetary requests and monitors expenditures of funds, including those generated by student activities.
- ⇒ Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration and supervises the maintenance of all required building records and reports.
- ⇒ Supervises the maintenance of accurate records on the progress and attendance of students.
- ⇒ Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property including textbooks.
- ⇒ Keeps the superintendent informed of the school's activities and problems.
- ⇒ Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- ⇒ Maintains active relationships with students and parents.
- ⇒ Attends special events held to recognize student achievement and attends school-sponsored activities, functions, and athletic events.
- ⇒ Makes arrangements for special conferences between parents and teachers.
- ⇒ Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- ⇒ Assumes responsibility for all official school correspondence and news releases.

- ⇒ Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations; through attendance at regional, state and national meetings; through reading professional journals and other publications; and through enrollment in advanced courses.
- ⇒ Participates in principals' meetings and such other meetings as are required or appropriate in the district and school.
- ⇒ Assists in the inservice orientation and training of teachers with special responsibility for staff administrative procedures and instructions.
- ⇒ Cooperates with college and university officials regarding teacher training and preparation.
- ⇒ Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

SUPERVISORY RESPONSIBILITIES:

Manages employees in the school. Is responsible for the overall direction, coordination, and evaluation of the school.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Valid S.C. Principal's Certificate, six year certificate or in the process of taking courses leading to this certificate, a minimum of 5 years teaching experience, and proven ability to work in professional and community activities.

LANGUAGE SKILLS:

Ability to read and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to respond to common inquires or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to administrators, top management, public groups/community, and Board of Trustees.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to develop effective working relationships with the community, staff and students. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.