

**JOB DESCRIPTION HEARD COUNTY SCHOOLS: Principal****FLSA: Exempt**

The Principal provides the vision and leadership to promote and sustain high academic achievement for all students and successfully carry out the implementation of the District strategic plan; exhibits through knowledge and practice of instructional leadership rules and regulations pertaining to instructional and assessment programs; displays proficiency in the integration of instructional technology; demonstrates operational and financial acumen; and deals sensitively and responsibly with the community, central office departments, and all internal and external customers.

REPORTS TO: Superintendent**JOB OBJECTIVES:**

1. Demonstrates prompt and regular attendance.
2. Communicate effectively and appropriately within the school and community.
3. Observes and evaluates the performance of employees.
4. Supervises student and staff conduct and monitors their progress toward achieving specified goals.
5. Interviews and recommends applicants for employment according to federal, state, and county policies and procedures.
6. Promotes public relations and facilitates positive communications between the school and community. This communication shall include social media to the entire school community, i.e. parents, students, staff, and community.
7. Demonstrates appropriate knowledge of curriculum. Supervises and evaluates the instructional process as well as insures that all new staff are thoroughly inducted during the school year.
8. Establishes a positive school climate that includes high expectations, interactive teaching, clearly defined goals and objectives.
9. Implements student support team functions according to guidelines.
10. Assures optimum intra- and inter-school articulation, coordination, and program implementation.
11. Monitors school wide goal setting, implementation and evaluation through the school improvement process.
12. Administers and improves the total school program in compliance with all procedures, standards and regulations.
13. Supervises the maintenance and operations of the school food service program.
14. Organizes and coordinates programs, tasks, and materials to enhance student learning and teacher effectiveness.
15. Organizes and supervises all appropriate curricular and extracurricular activities of the students and school.
16. Implements procedures to assure the safety and welfare of students and staff including traffic control and student transportation.
17. Supervises the maintenance and operation of all school facilities and grounds.
18. Organizes and manages meetings, conflicts, reports and paperwork.
19. Leads Professional Learning Community meetings in order to discuss instruction, assessment, curriculum, and students' success..
20. Develops a school budget, accounts for school funds and administers all budget related matters according to established state and county regulations and guidelines.
21. Reviews disbursement packages for proper documentation and signatures in accordance with local school accounting procedures.
22. Determines the validity and appropriateness of purchases.
23. Demonstrates consistently appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations.
24. Performs other duties as assigned by appropriate administrator.