

FAYETTE COUNTY PUBLIC SCHOOLS

Principal Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School	FLSA STATUS:	Exempt
REPORTS TO:	Superintendent	WORK CALENDAR:	240 Days
SALARY:	HS – A003 MS – A005 ES – A006	APPROVED (Board):	August 2007
		REVISED:	November 2024; September 2022; June 2022; October 2021; February 2021; February 2018

SUMMARY: Serve as the instructional and strategic leader for the school; provide instructional and professional leadership to faculty and staff members; administer all components of a local school including but not limited to instructional leadership, curriculum implementation, monitoring of instruction, maintenance of a safe and secure physical plant, and budget management; ensures compliance with state and federal laws.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Collaboratively create and articulate a vision and mission that is consistent with district strategic plan
3. Model and collaboratively promote a school culture of high academic expectations, positive behavior, and safety for all stakeholders
4. Gather, analyze, review, and share a variety of data for planning and decision making
5. Develop, monitor, and adjust the school improvement plan in collaboration with stakeholders
6. Demonstrate instructional leadership through appropriate knowledge of curriculum; initiate, design and implement programs to enhance student learning and teacher effectiveness and meet specific needs of the school
7. Supervise the school's instructional programs, instructional support programs and assessment programs
8. Develop, implement, and monitor systems and processes that support effectiveness in all aspects of the school (achievement, MTSS, safety, finances, etc.)
9. Prepare and administer the school budget; supervise school finances
10. Maintain high standards of student conduct and enforce discipline
11. Supervise the maintenance and operation of all school facilities and grounds
12. Organize and supervise all curricular and extracurricular activities of the students and school
13. Interpret and enforce school system policies and administrative regulations
14. Organize and lead the community relations program for the school; encourage and support the activities of parent-school groups such as PTSO and School Council
15. Participate in the selection, induction, supervision and evaluation of all school personnel, ensuring that all appropriate personnel meet certification requirements
16. Provide appropriate school-wide professional learning based on student and staff needs
17. Communicate professionally and effectively with students, parents, staff, community and central office personnel
18. Remain abreast of changes and developments in the profession through membership and participation in professional organizations; attendance of meetings/conferences; reading professional journals and publications, etc.
19. Ability to be present at the physical worksite

20. Must be able to properly and consistently supervise students, particularly during emergency situations
21. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Master’s degree from a Professional Standards Commission approved accredited college or university required
Current or former assignment as an assistant principal or other relevant leadership experience
Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership
Proficiency in generally recognized administrative/management computer applications
Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Five (5) years’ experience as a classroom teacher
Knowledge of skills specific to the position

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission’s Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.