



MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Principal

QUALIFICATIONS:

1. Certification as set by state certification authorities
2. Minimum of three years experience in public school administration and supervision
3. Demonstrated leadership abilities not limited to, but to include effective communication and time-management skills
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
5. A leader committed to school turnaround and school improvement efforts.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving in assigned school

TERM OF EMPLOYMENT: Twelve months

ESSENTIAL DUTIES: OBJ

1. Vision: Fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of learning that reflects excellence and equity.
 - a. Involves stakeholders in the development of a broad vision for the school that is compatible with the district's mission and vision.
 - b. Collaborates with stakeholders to establish goals, develop a plan, and to set priorities consistent with the vision of the school.
 - c. Communicates the school's vision, goals, plans, and priorities to staff, students, parents, and community on a regular basis.
 - d. Implements, evaluates, and refines the plan of action for achieving the school's vision.
2. Instructional Leadership: Fosters the success of all students by leading the development and alignment of the organizational, instructional, and assessment strategies that enhance teaching and learning.
 - a. Sets and communicates high standards for curricular/instructional quality and student achievement.
 - b. Demonstrates proficiency in analyzing research and assessment data.
 - c. Ensures the use of data from state and locally mandated assessments and educational research to improve curriculum, instruction, and student performance.
 - d. Observes staff and assists in the implementation of effective teaching and assessment strategies to promote student learning.
 - e. Monitors and evaluates the effectiveness of instructional programs to promote the achievement of academic standards.

3. Effective Management: Fosters the success of all students by managing the school organization, its operations, and resources for a safe, efficient, and effective learning environment.
 - a. Seeks and allocates resources to achieve school and district goals.
 - b. Plan and administers budgeting and purchasing according to all relevant local, state, and federal requirements.
 - c. Screens, recommends, and assigns staff in a timely manner based on school needs, assessment data, and local, state, and federal requirements.
 - d. Manages the supervision and evaluation of staff in accordance with local, state, and federal requirements.
 - e. Implements, evaluates, and refines, as necessary, procedures for the security and safety of all personnel and students.
 - f. Ensures the maintenance of a clean and aesthetically pleasing school environment
4. Climate: Fosters the success of all students by advocating, nurturing, and sustaining a positive school climate.
 - a. Initiates and maintains strategies to promote collegiality and collaboration among the staff.
 - b. Involves parents, students, and the community in efforts to create and maintain a positive learning environment
 - c. Establishes and supervises programs that promote positive social, emotional, and intellectual growth for all students.
 - d. Establishes and enforces standards for appropriate student behavior according to local, state, and federal requirements.
 - e. Manages conflict and crisis situations in an effective and timely manner.
 - f. Deals with student misconduct in a prompt and effective manner.
5. School/Community Relations: Fosters the success of all students by collaborating effectively with stakeholders.
 - a. Develops an effective and interactive communications plan and public relations program.
 - b. Participates in school community activities.
 - c. Involves staff, parents, community, and students in needs assessment, problem solving, and decision making for school improvement.
 - d. Responds to diverse community interests and needs.
 - e. Creates and sustains a variety of opportunities for parent and community involvement in school activities.
 - f. Collaborates with staff to develop effective strategies for parents and the community to support students' learning.
6. Ethical Behavior: Fosters the success of all students by demonstrating integrity, fairness, and ethical behavior.
 - a. Works within professional and ethical guidelines to improve student learning and to accomplish school and district goals.
 - b. Models respect, understanding, sensitivity, and appreciation for all people.
 - c. Adheres to local, state, and federal requirements.

7. Interpersonal Skills: Fosters the success of all students by interacting effectively with stakeholders and addressing their needs and concerns.
 - a. Demonstrates respect for others.
 - b. Elicits and responds to feelings, needs, concerns, and perceptions of others to build mutual understanding.
 - c. Communicates effectively with stakeholders to support school and district goals.
 - d. Recognizes and effectively uses skills and strategies for problem solving, consensus building, conflict resolution, stress management, and crisis management.
 - e. Uses appropriate oral and written communication skills
8. Staff Development: Fosters the success of all students by collaborating with school And district staff to plan and implement professional development activities that promote the achievement of school and district goals.
 - a. Collaborates with staff to create and implement a plan for a variety of relevant staff development activities that promote the achievement of school goals and staff growth.
 - b. Uses data related to the achievement of school goals and staff growth as the basis for evaluating the success of the staff development plan
 - c. Encourages staff to set goals for professional growth
 - d. Shares effective teaching strategies and uses coaching skills to encourage professional growth.
9. Principal's Professional Development: Fosters the success of all students by using Available resources and opportunity for professional growth.
 - a. Develops and implements an appropriate plan for professional development consistent with school and district goals.
 - b. Establishes and maintains a professional network with other administrators.
 - c. Complies with district and state professional development requirements.
 - d. Participates in staff development activities to understand the complex role of teaching and effective instructional practices.

(Note: The performance responsibilities reflect the Standards and Criteria for South Carolina Principal Evaluation.)

EVALUATION:

The performance evaluation of principals will be documented by using the Standards and Criteria for South Carolina Principal Evaluation. Additional standards may be established by the district and/or by the principal and superintendent in collaboration.