



Job Description

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| Title: | Principal Middle School |
| Qualifications: | <ul style="list-style-type: none">• Master's degree or higher in Education Administration with a minimum of three years of successful, full-time, lead teaching experience required. Minimum of five (5) years of professional related experience, including three (3) years of school based or district administrative and supervisory experience or any combination thereof that provides the required knowledge, skills, and abilities.• Must possess a valid school principal certificate and other certifications as designated. |
| Reports To: | Superintendent |
| Terms: | 240 days |
| Pay Scale: | Elementary/Middle Principal |
| Status: | Exempt |

Essential Responsibilities:

- Fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of learning that reflects excellence.
- Establishes and promotes high standards for academic performance and responsibility for behavior.
- Develops, implements, and evaluates clear and effective procedures for the operation and functioning of the school consistent with its philosophy, mission, values, and goals.
- Ensures a safe and orderly climate and effective building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas, extracurricular activities and athletics.
- Ensures content alignment with standards.
- Studies and evaluates current programs in education and works with instructional staff to implement programs consistent with the goals and objectives of the district.
- Supervises the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage a variety of instructional strategies and materials consistent with research on learning and human growth and development.
- Ensures the establishment of an annual master schedule for instructional programs, providing sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional objectives.
- Supervises discipline and attendance systems with high standards that support the values and mission of the school.

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The School District of Marlboro County will partner with all stakeholders to develop responsible citizens, lifelong learners and global leaders.

MISSION

The mission of Marlboro County School District is to provide a quality education and enable all students to achieve their highest potential.

- Ensures a safe, orderly environment that encourages students to take responsibility for their behavior and creates high morale among staff and students. Implements policies and/or rules governing student life, conduct and behavior in a fair and equitable manner.
- Enforces the rules and regulations of the South Carolina High School Leagues.
- Establishes a professional rapport with booster club members and ensures that acceptable by-laws and accounting practices and procedures are in place.
- Establishes a professional rapport with students and staff that fosters their respect.
- Displays and maintains the highest standards for ethical and professional behavior while working with students, parents, school personnel, community members, and other parties.
- Serves as a role model for others, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Prepares a school budget under the direction of district administrators and keeps accurate records related to the school's receipt and disbursement of fiscal resources.
- Prepares and submits the school's budgetary requests and monitors the expenditure of funds.
- Selects, inducts, supports, evaluates, and retains high quality instructional and support staff.
- Makes recommendations regarding the assignment, promotion, transfer, and dismissal of assigned personnel.
- Develops procedures for evaluating and counseling staff members regarding individual and group performance.
- Utilizes various data including, but not limited to achievement scores, grades, formal assessment results, summative assessment results, student discipline reports, perception surveys, etc. to create a school-wide approach to raising achievement and creating a positive school climate.
- Promotes the development of specific, measurable goals for student achievement.
- Establishes and administers rules and regulations pertaining to the welfare and management of students.
- Administers safety and security procedures for the building, equipment, grounds, transportation, etc.
- Keeps the Superintendent informed of important school activities, issues, and concerns as appropriate.
- Immediately notifies the appropriate personnel, authorities and/or agencies when there is evidence of substance abuse, child abuse and/or neglect, medical or social conditions that require intervention, students appearing to be under the influence of alcohol or controlled substances, etc.
- Promotes effective communications and interpersonal relations among staff, parents, students, and community members.
- Promotes effective teacher collaboration, professional learning, and instructional best practices in the classroom.
- Ensures that staff meetings and professional development activities are focused on student outcomes.
- Establishes procedures for the evaluation and selection of instructional materials and equipment.

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- 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, etc.
- Serves as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
- Always presents a positive image of Marlboro County School District.
- Willingly performs other duties as assigned or requested
- All other duties as assigned by the Superintendent.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. 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 peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

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.

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The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

EEO STATEMENT

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

| | |
|-------|-------------|
| _____ | Date: _____ |
| _____ | Date: _____ |
| _____ | Date: _____ |

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