

# **BALDWIN COUNTY SCHOOL DISTRICT VACANCY POSTING**

**TITLE** **High School Principal**

**REPORTS TO** Superintendent

**FLSA STATUS** Exempt

**TERM OF EMPLOYMENT** 12 Months

## **QUALIFICATIONS**

- Eligible for a valid clear renewable Georgia Leadership Certification (L-5 or higher), Doctorate preferred.
- Three or more years of successful experience as an Assistant Principal and or Principal.
- Three or more years of successful classroom teaching experience. High School level classroom experience preferred.
- Demonstrated experience and success in directing the work associated with a standards-based learning environment.
- Experience in planning and leading stakeholders through comprehensive school improvement.
- Success in selecting, collecting, and analyzing multiple data sources to improve student achievement.
- Demonstrated success in increasing student achievement in a standards-based environment.
- Experience in planning and leading stakeholders through comprehensive school improvement.
- Experience in developing innovative educational programming.

## **NATURE OF WORK**

The Principal is the instructional leader and administrative officer of the school, responsible for the total operation of the school, the supervision of all staff and promoting the educational development of each student.

## **JOB DUTIES**

- Monitor and evaluate the implementation of a standards-based curriculum to ensure consistency within and across classrooms, grade levels, and content areas.
- Lead, facilitate, and model the use of research based learning strategies and processes.
- Use assessment data to lead teachers in the design and adjustment of instruction to maximize student learning.
- Lead staff in the development of formative assessments that are explicitly aligned to standards.
- Continually supervises and evaluates the performance and effectiveness of programs and staff.
- Implement fiscal policies that equitably and adequately distribute all available resources to support the success of all students.
- Recruit, select, and hire highly qualified and effective personnel.
- Contribute to the district's strategic plan by setting, implementing, and monitoring goals and objectives focused on continuous improvement.
- Conduct classroom observations and walkthroughs to provide timely teacher feedback on instructional best practices.
- Collaborate with teachers to identify students who, based on assessment results, are not meeting standards, meeting standards or exceeding standards and make appropriate instructional adjustments.
- Promote and model the use of technology to support students' mastery of the Georgia Performance Standards and the selection/utilization of innovative technology resources.

- Develop, lead, and evaluate professional learning and align professional learning with school improvement goals to support student achievement and teacher practices.
- Develop and lead communication strategies which effectively communicate the district and school vision, mission, and goals.
- Engage parents, community members, teachers, and other stakeholders in the school decision making process to positively impact student achievement.
- Supports the District Strategic Plan goals and initiatives to ensure continuous improvement and alignment.
- Frequently collect and analyze student work, formative and summative assessments, and lesson plans to inform decisions about curriculum, assessment and instruction.
- Recognize, provide, and develop culturally responsive practices which address multi-cultural and ethnic needs in the organization and community.
- Maintain a safe and orderly environment.
- Adheres to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Coordinate the supervision of all extra-curricular school programs and attends school related activities and events.
- Implement school board policy, state statute, and federal regulations.
- Prepare the school budget, submit budget requests, and monitor expenditures of funds.
- Provides oversight of the fiscal management of all athletic programs.
- Keep the superintendent informed of school activities and promptly alert the superintendent to potential problems.
- Develop positive school/community relations and acts as liaison between the school and community.
- Direct the establishment of adequate property inventory records and ensures the security of school property.
- Supervise the preparation and maintenance of accurate and timely reports and records.
- Establish procedures to be used in the event of school crisis and/or civil disobedience and provides leadership in the event of such happenings.
- Maintain visibility and accessibility on the school campus.
- Other duties as assigned.

**PHYSICAL ABILITIES**

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the job functions and duties:

**STANDING**



**60%**

**SITTING**



**20%**

**STOOPING/SQUATING**



**10%**

**REACHING**



**10%**

**LIFTING**



**50lbs.**