



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 6/86; 8/88; 3/92; 6/92; 8/92; 1/94; 11/94; 4/95; 9/96; 10/96; 3/01; 4/02; 10/12; 8/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Principal, Elementary School	<b>JOB CODE:</b> 610C
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Principal Annual
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, CCSD Elementary Schools	<b>PAY GRADE:</b> CE3 (5, 6, or7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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 thorough 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.	

### REQUIREMENTS:

1.	Educational Level: Master Degree in Educational Leadership, Specialist Degree in Educational Leadership preferred
2.	Certification/License Required: GA Educational Leadership Certificate, Level 5 or higher; or comparable certificate from out-of-state which must meet GA Professional Standards Commission requirements
3.	Experience: 6 years successful educational experience including 3 years administrative experience
4.	Physical Activities: Routine Physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Communication; planning; leadership; organization

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Communicates effectively and appropriately within the school community; promotes public relations and facilitates positive communications between the school and community.
3.	Observes and evaluates the performance of employees.
4.	Organizes and manages meetings, conflicts, reports, and paperwork.
5.	Demonstrates appropriate knowledge of curriculum; supervises and evaluates the instruction program.
6.	Establishes a positive school climate that includes high expectations, interactive teaching, clearly defined goals and objectives.
7.	Supervises student and staff conduct and monitors their progress toward achieving specified goals.
8.	Administers and improves the total school program in compliance with all procedures, standards, and regulations.
9.	Organizes and coordinates programs, tasks, and materials to enhance student learning and teacher effectiveness.
10.	Appropriately organizes and supervises all curricular and extracurricular activities of the students and school.
11.	Implements student support team functions according to guidelines.
12.	Allocates resources, supervises personnel, and coordinates schedules.
13.	Develops a school budget, accounts for school funds, and administers all budget related matters according to established state and county regulations and guidelines; determines the validity and appropriateness of purchases.
14.	Reviews disbursement packages for proper documentation and signatures in accordance with local school

	accounting procedures.
15.	Demonstrates consistently appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations.
16.	Interviews and recommends applicants for employment according to federal, state, and county policies and procedures.
17.	Implements procedures to assure the safety and welfare of students and staff including traffic control and student transportation.
18.	Supervises the maintenance and operation of all school facilities and grounds.
19.	Demonstrates effective short and long-range planning in coordination with established goals and objectives.
20.	Monitors school-wide goal setting, implementation, and evaluation.
21.	Supervises the After School Program.
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_