

# Middle/High School Principal Job Description



<b>Job title:</b>	<b>Middle/High School Principal</b>
<b>Reports to:</b>	Assistant Superintendent, Superintendent
<b>Receives guidance from:</b>	District Directors, Assistant Superintendents, and Superintendent
<b>Supervises:</b>	Certified and non-certified staff and students on assigned campus
<b>Overtime status:</b>	Compliant with position, salary and FLSA regulations

## **Job purpose:**

In keeping a tradition of excellence, a principal in the Rankin County School District is responsible for providing exemplary leadership and ensuring high standards of instruction and student achievement. This position requires strong analytical skills in the areas of leading, organizing, administering, and monitoring/supervising a dynamic academic high school program. The primary duties of the person holding this position will be to administer the planning, organizing and implementation of all educational programs and activities of the high school. In addition, the ideal candidate will possess excellent marketing skills to promote continued growth in enrollment. To accomplish these tasks, this transformational leader must be able to work collaboratively with the community, staff, and district administration. This leader must have strong communication and interpersonal skills in order to lead and advocate for the students, ensure the safety and security of the students and staff, and help place students and teachers in a position to succeed in the classroom and in other activities.

## **Duties and responsibilities:**

- Develop and administer school programs consistent with school district goals, vision, mission, curriculum, and school board and state policies
- Develop, implement, and modify a school strategic plan that identifies milestones and includes effective strategies for implementing rigorous classroom content and effective instructional practices to support students in achieving learning targets and utilizing progress monitoring results to improve activities to ensure continual improvement
- Make decisions aligned to and in support of the vision and school's strategic plan
- Hold and maintain high expectations for instructional best practices, student achievement, behavior, and accountability
- Direct and participate in a planned program of daily announced and unannounced classroom visitations and observations of staff to provide feedback for growth opportunities and ensure quality teaching and learning are occurring with fidelity throughout the school

## Middle/High School Principal Job Description

- Identify struggling staff members and appropriately provide feedback, support, and coaching
- Work with faculty and the appropriate stakeholders to develop an action plan to continuously increase the year to year graduation rates, increase test scores, and the number of students achieving National Merit Scholars status
- Increase the number of students enrolled in Advanced Placement courses and performance of associated Advanced Placement exams
- Ensure academic rigor exists in every classroom for all students
- Plan, organize, control and direct instructional activities, extracurricular events, special programs, and plant operations at the assigned school to support the preparation of college and/or career- ready graduates
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives and District goals; perform certificated staff recruiting duties for the District as assigned
- Develop an action plan to eliminate the achievement gap in order to continuously grow students in all sub groups
- Recommend disciplinary action, reassignment or termination action as appropriate; document evidence of substandard performance and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning
- Enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs
- Plan and direct the business operations of the school to provide students access to high- quality learning options and various activities to achieve their personal best; develop and administer site budgets; and ensure proper allocation of funds for instructional and non-instructional equipment and materials to meet the needs of students, families, and staff
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; clearly communicate with teachers to ensure that instructional programs follow District requirements and meet student needs to improve student achievement
- Establish, coordinate and maintain communication with staff, community and parent groups, city officials, family representatives, and law enforcement officials
- Prepare and write correspondence, bulletins, and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate
- Take the initiative to conduct activities with feeder schools to develop and direct a recruitment orientation program for new students
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with state and federal laws, District regulations, and other specially funded program requirements, to ensure proper allocation of resources to improve student learning
- Ensure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal

## Middle/High School Principal Job Description

counseling to students and families in support of students staying in school and on target to graduate

- Coordinate the maintenance operations of the school site; develop and manage the maintenance and inventory of materials, equipment, buildings and grounds. Develop and ensure a safe, clean and orderly learning environment that exemplifies excellence
- Supervise, direct or attend a variety of student activities during the day, in the evening, and/or weekends
- Meet regularly with the school leadership team to discuss and monitor school improvement efforts; direct the implementation of professional development and in-service training to improve learning and teaching in classrooms to eliminate the achievement gap; update staff on policies and procedures of the school and District and implement changes
- Attend, conduct, and chair a variety of meetings with faculty, parents and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals in a timely manner and respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions
- Direct the preparation and maintenance of a variety of District, county, state and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation
- Direct the maintenance of comprehensive and complex files pertaining to school personnel, facilities, inventories, financial information and contracts
- Direct the maintenance of student and staff records at the site
- Work with school staff to support students' social, intellectual, and emotional development
- Respect and value each student in the school and foster strong connections among students and adults
- Ensure the school environment is safe, secure, and clean; all basic facilities are in working order
- Conduct routine safety drills and professional development and maintain records in keeping with Mississippi Department of Education and RCSD guidelines
- Lead staff in the development and implementation of lesson and unit plans aligned to MS state standards, curricula, and assessments and the revisions to lesson and unit plans based on student outcomes
- Support staff in implementing a variety of rigorous instructional strategies and pedagogical methods that meet students' needs and drive students' learning and supporting staff in effectively adapting instructional practices to ensure that all students master content
- Systematically monitor and collect data to inform continuous improvement and using multiple sources of data to evaluate instruction, identify student outcome trends, prioritize needs, and inform continuous improvement and facilitating and supporting staff in monitoring progress toward student learning goals
- Develop, implement, and modify a school strategic plan that identifies milestones and includes effective strategies for implementing rigorous classroom content and effective instructional practices to support students in achieving learning targets and utilizing progress monitoring results to improve activities to ensure continual improvement

## Middle/High School Principal Job Description

- Maintain a daily schedule to address instructional leadership priorities supporting ongoing development of teacher quality, effective staff collaboration, data analysis, and other schoolwide and district priorities
- Proactively seek feedback, self-reflect, and adapt own leadership practice, engage in learning opportunities, and accept personal responsibility for mistakes and uses them as learning opportunities
- Take initiative and remain solutions-oriented at all times, moving school work forward
- Ensure all aspects of extracurricular programs comply with the guidelines, rules and policies that have been established by RCSD and MHSAA
- Oversee proper safeguards for the maintenance and protection of ball fields, gyms, athletic facilities, as well as assigned equipment and supplies
- Ensure that programs and supplement assignments are appropriately assigned and funds are managed prudently
- Ensure supervision for crowd control and safety compliance at all school events
- React to difficult moments or feedback with calm and positive ways
- Maintain and accept responsibility for any district owned fixed asset item assigned to employee and ensure appropriate use by following district policies for acceptable use
- Undergo periodic evaluations according to state and board policy procedures
- Maintain confidentiality
- Regular, dependable, in person attendance and punctuality are essential functions of this position
- Perform such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, administrator, director or established by district policy
- Read, understand, and abide by Employee Conduct Policy, GAB, all other district policies and applicable procedures and protocols as established by RCSD, and Mississippi Educator Code of Conduct

### Qualifications:

- **Education Level:** Master's Degree in Education or related field
- **Certification:** MS Department of Education's Administration Endorsement code
- **Other Requirements:** Minimum five (5) years classroom experience with proven track record of student growth and achievement

### Terms of Employment:

Salary, days and work year as established by the Rankin County Board of Education

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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 talk or hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or

# Middle/High School Principal Job Description

crawl. The employee must regularly lift and move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

## 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. The work environment is not a standard office setting; but rather encompasses the entire active school campus both inside and outside the facilities. The noise level in the work environment is usually low to moderate and occasionally high.

Note: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

## Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Rankin County School Board policy on Evaluation of Educators.

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(employee)

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(supervisor)