

# JEFFERSON COUNTY SCHOOL SYSTEM

## JOB DESCRIPTION

### PRINCIPAL

#### **Qualifications**

1. Valid Tennessee Teacher's License
2. Master's Degree
3. Administrative or supervisory experience, with endorsements in accordance with state law and State Board Minimum Rules & Regulations.

#### **Essential Duties & Responsibilities**

1. Supervises the operation and management of personnel and facilities at the assigned school site.
2. Assumes administrative responsibility and instructional leadership for the planning, management, operation and evaluation of the educational program;
3. Approves the master schedule and determines teaching assignments within his building
4. Submits recommendations to the Director of Schools regarding the appointment, assignment, transfer, promotion, and dismissal of all personnel;
5. Keeps the Director and Central Office Program Directors continually informed regarding the conditions of the school and its activities;
6. Executes contractual agreements for school facilities by outside groups.
7. Assumes responsibility for maintaining good public relations with the community and uses community resources to enrich the learning program.
8. Evaluates teachers and other personnel as outlined in state law, Minimum Rules and Regulations, and Board Policy.
9. Assumes responsibility for the implementation of state and local curriculum for grades and subjects within his/her responsibility.
10. Oversees the health and safety of students
11. Maintains supplies and equipment and all other materials necessary to operate the school from vendors or school system resources.
12. Develops an annual School Activity Fund Budget and submits this budget to the Director of Schools by October 1<sup>st</sup> of each year.
13. Assumes responsibility for timely faculty meetings, parent-teacher conferences, school activities and school exhibits.
14. Maintains an accurate inventory of all equipment, textbooks, and supplies assigned to the school.
15. Assumes the leadership role in planning and development of annual professional development activities for the teaching staff.
16. Assumes responsibility for his/her own professional growth and development through attendance at workshops, regional meetings, and professional organizations;
17. Coordinates with teachers to select substitute teachers from the system's "approved list" of substitutes.
18. Maintains accurate records of student enrollment and attendance. Reporting to the Director of Schools those students who fail to appear for enrollment.

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19. Makes timely referrals to the system attendance officer of students who are truant or exceed allowable days absence without sufficient reason.
20. Joins the Director of School and Board Chairperson in determining surplus property.
21. Administers the Code of Discipline and Behavior within the school.
22. Administers the school's athletic program(s) in accordance with the TSSAA or other regulatory associations, if applicable.
23. Observes all other rules and regulations relative to the operation of the schools as established by law and as contained in the Rules, Regulations, and Minimum Standards of the State Board of Education.
24. Stays familiar with and ensures implementation of all board policies pertaining to the principal's area of responsibility.
25. Other duties as identified by the Director of Schools