

## Principal

<b><u>Reports to:</u></b>	<b>Deputy Superintendent/Assistant Superintendent for Academics and Student Support Services</b>
<b><u>Supervises:</u></b>	<b>All school personnel, directly and indirectly</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>State Salary Schedule Plus Local Supplement</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Exempt</b>

<b><u>Qualifications:</u></b>	<ul style="list-style-type: none"> <li>• <b>Classroom Teaching Experience required</b></li> <li>• <b>Eligibility for North Carolina Principal Licensure required</b></li> </ul>
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### **Essential Job Functions:**

- Conceptualizes the mission of the district, broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program
- Ensures that the school program is compatible with the legal, financial and organizational structure of the school system
- Defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community; the principal knows in detail North Carolina's ABD accountability model
- Provides activities which facilitate the professional growth of the school staff and enhances the quality of the instructional program
- Identifies the annual objectives for instructional, extracurricular and athletic programs of the school
- Ensures that the School Improvement Plan is followed and reviewed throughout the school year
- Ensures that the instructional objectives for a given subject and/or classroom are developed, along with detailed curriculum pacing guidelines; and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program; the principal provides opportunities for staff participation in the school program
- Establishes, implements and evaluates procedures used to carry out the daily routine of the school
- Evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data
- Supervises and appraises the performance of the school staff through observation formulas derived for the state of North Carolina
- Maintains inter-school system communication and seeks assistance from Central Office staff to improve performance
- Maintains good relationships with students, staff and parents
- Complies with established lines of authority and promotes school safety
- Orients and assists new staff members and new students and provides opportunities for their input in the school program
- Encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community and maintains communication with community members
- Manages, directs and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine
- Involves the staff in determining priorities for instructional supplies
- Organizes, oversees and provides support to the various services, supplies, materials and equipment provided to carry out the school program
- Involves the community and makes use of community resources
- Performs other duties and responsibilities as assigned by supervisor

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment