



## Pickens County Board of Education Job Descriptions

### **PRINCIPAL**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Months

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Valid Georgia certification on School Administration.
2. At least three years' experience in public school administration and supervision.
3. At least two years' successful experience as a classroom teacher.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- To make the school facility an attractive, pleasant, and productive place in which to work and learn
- Establishes and maintains an effective learning climate in the school.
- Programs classes within established guides to meet student needs.
- Supervises the guidance program to enhance individual student education and development.
- Establishes guides for proper student conduct and maintaining student discipline.
- Supervises the school's teaching process.
- Plans, organizes, and directs implementation of all school activities.
- Initiates, designs, and implements programs to meet specific needs of the school.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
- Orients newly assigned staff members and assists their developments as appropriate.
- Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, and the like.
- Assumes leadership in the direction of the school's athletic and extracurricular activities.

- Evaluates and counsels all staff members regarding their individual and group performance.
- Prepares or supervises the preparation of reports, records, lists all other paper work required or appropriate to the school's administration.
- Participates in principals' meetings and such other meetings as are required or appropriate.
- Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- Maintains and controls the various local funds generated by student activities.
- Cooperates with college and university officials regarding teacher training and preparation.
- Works with various members of the central administrative staff on school problems of more than in – school import, such as transportation, special services, and the like.
- Conducts staff meetings to keep members informed of policy changes, new programs, and the like.
- Keeps the Superintendent informed of the school's activities and problems.
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and dicussing problems of mutual interest with others in the field.