

Section G: Personnel

Code: TBA by MSBA

Job Description: Principal- (High School / Middle School / Elementary School)

Reports To: Superintendent and/or Assistant Superintendent

Personnel Reporting to This Position: All building staff including assistant principals, certified and classified staff, and support personnel.

Job Goal: To serve as the instructional and operational leader of the school, ensuring a safe, orderly, and academically focused learning environment that promotes student success and staff effectiveness.

Essential Duties and Responsibilities: (*Consistent Core Duties for All*)

- Lead the development, implementation, and monitoring of the school academic plan.
- Promote a positive school climate that supports the whole child, including academic, social, and emotional development.
- Ensure the evaluation of all staff.
- Assist with the professional development of all staff.
- Ensure compliance with federal, state, and district policies and procedures.
- Collaborate with parents, students, staff, and community members to foster strong partnerships.
- Manage the daily operations of the school, including scheduling, facilities, and resources.
- Oversee school safety and emergency preparation plans.
- Facilitate data-driven decision-making and instructional practices.
- Monitor student discipline and attendance.
- To perform such other duties as may be assigned by the Superintendent
- Ability to lift and carry a minimum of 25 lbs. as needed.

Additional Responsibilities:

High School Principal:

- Coordinate and attend high school athletic events, extracurricular activities, and graduation ceremonies.
- Supervise athletic staff, including coaches.
- Oversee advanced coursework such as AP, Dual Credit, and Career & Technical Education (CTE) programs.
- Collaborate with secondary counselors to support post-secondary planning and career readiness.

Middle School Principal:

- Coordinate and attend middle school athletic events and student activities.
- Supervise athletic staff, including coaches.
- Oversee academic courses and student scheduling.
- Monitor middle-level extracurricular and club activities.

Elementary School Principal:

- Supervise the implementation of early literacy, numeracy, and foundational academic programs.
- Support early intervention and developmentally appropriate instructional strategies.
- Foster strong family engagement through communication and school-wide events.
- Collaborate with early childhood programs and community partners.

Minimum Qualifications:

- Valid AA Mississippi administrator license
- Master's degree in educational leadership and administration
- Minimum of two years' successful teaching experience
- Strong leadership, communication, and organizational skills
- Valid Driver's License
- Such alternatives to the above qualifications as the Board may find appropriate

Preferred Qualifications:

- Prior administrative experience at the same grade level
- Demonstrated success in improving student achievement
- Experience with staff supervision, evaluation, and school operations

Terms of Employment:

- To be employed 12 months - 232-day contract
- Salary determined by district administrative pay scale Policy GGBA

Evaluation: Performance will be evaluated annually in accordance with district policy and procedures.