



Pearl Haskew Elementary
"Learn Love Serve Lead"



Catherine Coxe: Principal

White Oak Drive

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2016-2017

7001 Irvington, AL 36544

Standard 2.3

- *Roles and Responsibilities of School Leadership*



Role Description

Position title: Principal

Reports to: Superintendent

Supervises: Students, teachers and assigned personnel

Performance Responsibilities:

1. Provides effective leadership in planning, developing, implementing and evaluating the instructional program.
2. Interprets and enforces federal/state laws and local board policies.
3. Assists in the recruiting, screening, selecting, and assigning of the school's certified and classified staff.
4. Assists in securing, maintaining and managing material resources.
5. Prepares and administers the school budget and supervises school finances.
6. Assumes responsibilities for scheduling.
7. Ensures students receive appropriate placement and services.
8. Plans and accomplishes personal and professional growth and demonstrates professional ethics.
9. Demonstrates proficiency in written and oral communication.
10. Provides professional opportunities for staff.
11. Communicates and clarifies the school's mission to students, staff, and community.
12. Provides a safe, orderly environment that facilitates teaching and learning.
13. Provides a climate of high expectation for staff and students.
14. Supervises, observes and evaluates teachers and staff.



Position title: Assistant Principal

Reports to: Principal

Supervises: Students, teachers and assigned personnel

Performance Responsibilities:

1. Assists in providing effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Assists in interpreting and enforcing federal/state laws and state and local board policies.
3. Assists the principal in personnel functions.
4. Assist the principal in securing, maintaining, and managing material resources.
5. Assists in preparing and administering the school budget and supervising school finances.
6. Assists the principal in assuming responsibilities for scheduling.
7. Assists in ensuring that students receive appropriate placement and services.
8. Plans and accomplishes personal and professional growth and demonstrates professional ethics.
9. Demonstrates proficiency in written and oral communication.
10. Assists in providing professional opportunities for staff.
11. Assists in communicating and clarifying the school's mission to students, staff and community.
12. Assists in providing a safe, orderly environment that facilitates teaching and learning.
13. Assists in providing a climate of high expectations for staff and students.
14. Supervises faculty, staff, and students as designated by the principal.