

JOB DESCRIPTION

Fayetteville City School System

PRINCIPAL

Purpose Statement

The job of Principal was established for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Director of Schools.

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/of state objectives.
- Delegates responsibility for a variety of administrative functions to Assistant Principal and other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing board.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or conveying with mandated requirements.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- Researches alternate funding for the purpose of maintaining the efficient operation of school.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Responds to inquiries from a variety of sources (e.g. teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.

Other Functions

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintain accurate records; and administering personnel policies.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality, setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% standing, 15% walking. This job is performed in a generally clean and healthy environment.

Education: Master's degree in job related area

Equivalency: One year of Administrative experience as well as three (3) years as a teacher

Continuing Education/Training: Maintain Licensure

Certificates and Licenses: Administrative Certification

Clearances: Criminal Justice Fingerprint/Background Clearance