

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Principal

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general direction ensures that the school facility is an attractive, pleasant, and productive place in which to work and learn. Reports to the District Superintendent.

### ESSENTIAL FUNCTIONS

Establishes and maintains an effective learning climate in the school.

Plans, organizes and directs implementation of all school activities.

Initiates, designs, and implements programs to meet specific needs of the school.

Implements policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Interprets, upholds and enforces school rules, administrative regulations, and board policies; discusses and resolves student problems.

Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for all student objectives and programs.

Develops process for evaluating and counseling staff members regarding individual and group performance.

Prepares and submits the school's budgetary requests and monitors expenditures of funds.

Keeps the Superintendent informed of school activities and problems.

Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

Presents a positive image of the Newberry County Schools at all times.

Performs other related duties as required.

### JOB SPECIFICATIONS

#### Education and Experience:

Master's degree or higher in Education Administration with at least three years of experience as a teacher; or equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid school principal certificate and other certifications as designated.

#### Knowledge:

Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements. Knowledge of the standards, regulations, and laws relating to educational activities. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to the school.

**Skills/Effort:**

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with school and District staff. Ability to use and effectively apply independent judgment and discretion and given broad autonomy in directing and managing school operations. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to plan, prepare and monitor the school budget. Ability to complete, process, and maintain all required records, reports, and other information. Ability to develop and maintain effective communications with school and District employees, immediate supervisor, media representatives, attorneys, and the general public. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to operate general office equipment such as a computer, calculator, copier, etc.

**Working Conditions:**

School environment with some limited exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require considerable attention and working with students. Physical demands are restricted to school activities requiring the movement/lifting items weighing up to ten pounds. Occasional local travel required; occasional overnight travel required.

**Responsibility:**

Responsible for school budget.  
Supervises school staff and students.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____