

**THE SCHOOL DISTRICT OF COLLETON COUNTY
JOB DESCRIPTION**

TITLE: Middle School Principal

QUALIFICATIONS:

1. Valid SC teaching Credential.
2. Master's Degree in Educational Administration.
3. Three to five years elementary/secondary teaching experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

The Superintendent

JOB GOAL:

To use leadership, supervisory, and administrative skills to promote the educational development of his/her professional staff and students and plays a major role in the selection of teachers.

PERFORMANCE RESPONSIBILITIES:

1. Takes the responsibility of accrediting requirements by the State of South Carolina and the Southern Association and takes steps to eliminate deficiency.
2. Influences curriculum planning and implementation and furnishes supervision that will assure objectives for every class are met.
3. Takes part in planning and supervision of special curriculum areas, vocational, special education, band, etc.
4. Administers all student activity programs:
 - a. The scope of activity
 - b. Financial control
 - c. Student participation
 - d. Out-of-school activities
 - e. Policies and principles of all activities
5. Administers intra-school activities and makes sure that programs are well planned and supervised in order that they also meet an educational objective:
 - a. Student Council
 - b. School publications
 - c. Supervises and manages all athletic games
6. Coordinates school programs such as school calendar, scheduling, equipment control, space, assignments, opening and closing the school year.
7. Creates an atmosphere conducive to learning by supporting teachers in the area of discipline.
8. Takes an active role in the selection, discipline and dismissal of personnel.
9. Uses any legal method that will work most effectively with students.
10. Works with other student personnel, guidance counselors, reading supervisor, athletic directors/counselors, janitors, and lunchroom personnel to see that every possible need of students is met.
11. Handles business management functions as necessary for all accounts.
12. Supervises office personnel to make sure they operate for the benefit of teachers and that the office is administered as a place of business, firmly and cooperatively to all that enter.
13. Takes the major responsibility for the building and its condition:
 - a. Cleanliness
 - b. Maintenance
 - c. Scheduling priority of needs
 - d. Supervising personnel
 - e. Security of material and equipment

14. **Administers and evaluates every school program using many criteria:**
- a. **Curriculum**
 - b. **Staff**
 - c. **Extra-curricula activities**
 - d. **Absences (staff and other personnel)**
 - e. **Academic progress of students**
 - f. **Athletics**
 - g. **Use of instructional materials (hardware and software)**
 - h. **School policies**
 - i. **Reporting to parents and grading**
 - j. **Space**
 - k. **Library**
 - l. **Faculty committees**
 - m. **Adoption of textbooks**

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)