

**JOB DESCRIPTION  
THOMASVILLE CITY BOARD OF EDUCATION**

**SECONDARY SCHOOL PRINCIPAL**

**RESPONSIBLE TO:** Superintendent

**QUALIFICATIONS:**

1. Valid certificate to teach in Alabama.
2. Alabama Certification in educational administration.
3. Minimum of three (3) years teaching experience.
4. One year or more of administrative experience as a Principal or Assistant Principal will be considered
5. Provide own or have access to appropriate transportation to meet job requirements.

**DUTIES AND RESPONSIBILITIES:**

1. Provide effective leadership in planning, developing, implementing, and evaluating the instructional program at the level assigned.
2. Interpret and enforce local, state, and federal policies, regulations, and laws.
3. Participate in the recruiting, screening, training, assigning, and evaluating of the school's professional and classified personnel.
4. Assist in securing, maintaining, and managing material resources.
5. Prepare and administer the school budget and supervise school finances.
6. Assume responsibility for organizing the instructional program and the scheduling of students.
7. Ensure that students receive the most appropriate placement and services.
8. Exhibit active personal professional growth and demonstrate professional ethics.
9. Plan and provide professional growth opportunities for staff at the local school level.
10. Organize and provide a safe and orderly environment that facilitates teaching and learning.
11. Communicate and clarify the school's mission to staff, students, and community.
12. Provide a climate of high expectation for staff and students.
13. Implement and disseminate promptly policy and administrative regulation information to faculty and staff.
14. Develop such administrative procedures as needed to insure efficient operation of the school.
15. Provide for the coordination and supervision of extra-curricular activities appropriate for the level assigned.
16. Develop and implement a public relations program within the framework of Board policies.
17. Maintain standards of student discipline designed to command the respect of students and parents and to minimize school and classroom interruptions.
18. Be on call when necessary to provide proper building security/maintenance and to handle emergency situations.

19. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Comprehensive knowledge of principals and practices of modern school secondary education and ability to apply them to the needs of the school.
2. Comprehensive knowledge of current curriculum and instructional practices and trends.
3. Ability to plan and organize effectively.
4. Ability to plan and supervise the work of others.
5. Ability to develop effective working relationships with students, staff, and the school community.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Knowledge of the law as pertaining to schools.
8. Knowledge of various evaluation tools.
9. Knowledge of state and local policies and procedures.
10. Skills in recruitment, selection, induction, and assignment of personnel.
11. Skills in maintaining effective discipline.
12. Ability to plan and conduct faculty meetings.
13. Ability to evaluate staff effectively.
14. Ability to manage fiscal resources.
15. Physical mobility, dexterity, strength and visual acuity to meet student needs, deal with student problems, and assist with building maintenance problems and school ground monitoring activities.

**JOB GOAL:**

To serve as the instructional and administrative leader of the school, to work with staff, students and community to ensure a high quality educational program, and to formulate and accomplish the school mission.

**EVALUATION**

Job Performance will be evaluated by the Superintendent in accordance with Board policy.