

# **New Albany School District**

301 Hwy 15 North  
New Albany, MS 38652

The New Albany School District is seeking qualified applicants for the position of:

## **High School Principal**

### **QUALIFICATIONS:**

1. Minimum of AA certificate in Administration and Supervision
2. Successful experience as a secondary school administrator. (Preferred)
3. Documented track record of academic success as a school leader.

### **SUPERVISES:**

Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site.

### **REPORTS TO:** Superintendent

**JOB GOAL:** To ensure world class learning opportunities for all stakeholders with an intense focus on academic and extracurricular achievement in a technological/career centered learning environment.

### **PREFORMANCE RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Supervise staff members designated by the Board or the Superintendent.
2. Provide instructional leadership in a manner that inspires others to higher levels of performance.
3. Establish and maintain an effective learning climate in the school.
4. Pursue innovative and creative ideas that enhance the learning environment of students and staff.
5. Keep the superintendent informed of the school's activities and problems.
6. Prepare and administers the school budget and supervise school finances including student activity fund. This process shall include assisting in the management and preparation of the school budget and budgetary requests, and monitor expenditure of funds.
7. Supervise the maintenance of all required building records and reports.

8. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
9. Keep the superintendent informed of events and activities of an unusual nature as well as routine matters.
10. Interpret and enforce district policies and administrative regulations.
11. Maintain active and positive relationships with students and parents.
12. Make a major effort to insure that parents play an active role in the education of their children.
13. Attend school board, district, staff, and other meetings and serve on committees as needed.
14. Supervise the guidance program to enhance individual student education and development.
15. Established and enforce guidelines for proper student conduct and maintenance of decorum.
16. Attend special events held to recognize student achievement, and attend school-sponsored activities, functions and athletic events.
17. Assume responsibility for the attendance, conduct, and health and security of students.
18. Supervise all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
19. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff. Participate in the selection and supervision of all school building personnel.
20. Supervise the school's teaching process.
21. Approve the master teaching schedule and any special assignments.
22. Conduct meetings of the staff as necessary for the proper functioning of the school.
23. Make arrangements for special conferences between parents and teachers.
24. Supervise the daily use of the school facilities for both academic and nonacademic purposes.
25. Provide for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
26. Supervise and evaluate the school's extracurricular program.
27. Participate in principals' meetings and such other meetings as are required or appropriate.
28. Cooperate and participate with college and university officials regarding teacher training and preparation.

29. Serve as a member of committees and attend such meetings as directed to by the superintendent.
30. Delegate proper authority for the assumption of responsibility for the school in the absence of the principal.
31. Provide collegial/collaborative structure for decision-making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
32. Embrace the idea of shared leadership and collaborative decision-making among all school personnel.
33. Demonstrate a willingness and dedication to ensure a world class-working environment for all faculty and staff members.

**TERMS OF EMPLOYMENT:**

1. 235 days annually in accordance with approved salary schedule.
2. Candidate must be willing to reside in Union County.

**APPLICATION PROCESS:**

1. Email resume', letter of interest, and copy of current license to: [apply@newalbany.k12.ms.us](mailto:apply@newalbany.k12.ms.us)