

Durant Public School District

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JOB ANNOUNCEMENT
Principal: Grades K-12
Application Deadline: Until Filled

Application Process:

1. Download and complete an application at www.durant.k12.ms.us
2. Submit the application, letter of interest, and resume, including contact information for at least three references to the address below, or via email to croundtree@durant.k12.ms.us

Durant Public School District
Attention: Cathy Roundtree
P O Box 669
Durant, MS 39063

After the screening process, selected applicants will be notified for an interview

Responsible to: Superintendent

Salary: Annual Contract **FLSA Status:** Exempt

Date: July, 2017

Qualifications:

1. Masters degree from an accredited college/university.
2. Five years certified School Administrative experience.
3. Current Mississippi Educator License with a valid endorsement in K-12 Administration.

Job Requirements:

1. Knowledge, Skill, Abilities:
 - a. Employ various processes for gathering, analyzing, and using data for decision-making;
 - b. Provide professional leadership in organizing, administering, supervising and evaluating a creative school program.
 - c. Establish an optimal learning environment within the school.
 - d. Ensure that all school programs and activities conform to district guidelines.
 - e. Communicate effectively with all members of the school district and community.
 - f. Work effectively with parent and community organizations.
 - g. Exercise good judgment and common sense.
 - h. Responsible for building level special education administration.
 - i. React to change productively and handle other tasks as assigned.
 - j. Support the value of an education.
 - k. Support the philosophy and mission of the Durant Public School District.
 - l. Comply with all district policies, rules and regulations.

General Responsibilities:

1. Interpret and use data to develop a program for the evaluation and improvement of instruction to ensure maximum educational benefits for students.
2. Develops and implements a school improvement plan that results in increased student learning.
3. Maintain effective programs to strengthen and monitor pupil discipline, attendance and individual progress.
4. Supervises the alignment, coordination and delivery of assigned programs and/or curricular areas using data, research, and instructional best practices.
5. Develop a comprehensive curriculum and program of services in cooperation with teachers and central office staff.
6. Develop an atmosphere of respect, interest and enthusiasm within the school.
7. Communicate openly and effectively with students, community, staff and administration.
8. Supervise and provide for the general welfare of students during the school day, on school trips and during school activities.
9. Select and assign certified and classified personnel.
10. Delegate duties for effective staff utilization but assume final responsibility for the overall school program.
11. Encourage the professional growth of teachers by advanced training, experimentation and evaluation.
12. Administer district policies in the operation of the school.
13. Administer the school and activity fund budget.

14. Maintain school records and file necessary reports.
15. Comply with legal and regulatory requirements of the various governmental agencies.
16. Plan and organize the school day and year to provide for efficient operation of the school.
17. Maintain safe, clean, attractive and well-kept buildings and grounds.
18. Make effective use of consultants and specialists in program and staff development.
19. Work cooperatively with peers in sharing ideas, techniques and procedures for improvement of the learning environment.
20. Keep abreast of new information, innovative ideas and techniques.
21. Supervision of and support for all student activities (drama, music, athletics, etc.)
22. Adhere to all district health and safety policies
23. Other duties as assigned by the superintendent or other administrative staff, which are consistent with the general requirements and qualifications of the position.

Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit or stand for prolonged periods.
- b. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
- c. Occasionally requires the ability to stoop, bend and reach.
- d. Requires the ability to travel.
- e. Must be able to work indoors and outdoors year-round.
- f. Must be able to work in noisy and crowded environments.
- g. Requires long and irregular hours.
- h. Requires emotional/physical endurance.
- i. Requires regular attendance and/or physical presence at the job.