

VACANCY ANNOUNCEMENT

Hattiesburg Public School District
P. O. Box 1569
301 Mamie Street
Hattiesburg, MS 39401

The Hattiesburg Public School District is seeking qualified applicants for the position of:

High School Principal

QUALIFICATIONS:

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

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 provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

TYPICAL DUTIES AND RESPONSIBILITIES:

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

1. Administers and submits records and reports as required by the district, State Department of Education, and federal guidelines
2. Devises, implements, and articulates a strategic plan for achieving school goals
3. Attends school board, district, staff, and other meetings and serves on committees
4. Communicates policies, procedures, and expectations to faculty, staff, students, and parents
5. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees
6. Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
7. Develops programs to include teacher, student, and community input into the decision-making process
8. Encourages publicity of school activities (media releases), prepares and disseminates school bulletins and handbooks
9. Supports and implements the district's instructional management plan and professional development plan
10. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
11. Evaluates instruction
12. Formulates (frames) the school's mission and objectives related to district goals

13. Has an organized system of commending staff and students, both individually and collectively, for accomplishment
14. Informs staff of their duties and responsibilities
15. Inspects the site and reports needs (ensures cleanliness, etc.)
16. Maintains inventories
17. Maintains student discipline
18. Manages and supervises school activities to avoid interruption of the school day
19. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
20. Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
21. Participates in staff development in accordance with state and district guidelines and directives
22. Prepares reports and routine correspondence as necessary
23. Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
24. Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
25. Provides for the health, safety, and welfare of staff and students at all times
26. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
27. Provides specific training activities to help classroom teachers and support staff improve instructional practice where found to be inadequate
28. Provides specific training activities to help teachers effectively address school disciplinary problems
29. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
30. Recommends, supervises, and evaluates personnel
31. Supervises extracurricular activities
32. Uses funds properly to maintain equipment and supplies
33. Performs other duties as assigned

TERMS OF EMPLOYMENT:

237 days annually in accordance with approved salary schedule

APPLICATION PROCESS:

1. Interested applicants should complete an application online at our website: www.hattiesburgpsd.com
2. Email resume' to superintendent@hattiesburgpsd.com