

# STARKVILLE OKTIBBEHA CONSOLIDATED SCHOOL DISTRICT

GREENSBORO CENTER, 401 GREENSBORO STREET  
STARKVILLE, MS 39759



OFFICE OF THE  
SUPERINTENDENT

TELEPHONE (662) 324-4050  
FACSIMILE (662) 324-4068

## **POSITION: ELEMENTARY PRINCIPAL (2 positions)**

### **SPECIFIC JOB RESPONSIBILITIES:**

1. Leads the planning and management of the total instructional program and communicates high expectations for excellence.
2. Responsible for the supervision and evaluation of all personnel assigned to the school.
3. Guides and supports teachers in classroom organization and management, grouping of students, daily lesson plans, effective use of curriculum maps and teaching materials.
4. Leads the development of the school improvement plan and professional development plan.
5. Visible and engaged in classrooms, common areas, and at extra-curricular activities.
6. Provides timely response to administrative communication and stakeholder needs.
7. Enforces appropriate state and federal regulations, board policies, administrative directives, state and AdvanceEd accreditation standards.
8. Leads/participates in the school leadership team, New Teacher mentor group, Three Tier Teacher Support Team, and the Shared Decision-Making Team.
9. Ensures that teachers have an ongoing communication system with parents, sets expectations for parent/teacher conferences, and ensures timely, accurate grade entry.
10. Principals work with other principals and district-level administrators to ensure the continuous and sequential learning of all students.
11. Promotes and effectively communicates the mission and beliefs of the Starkville School District and the school.
12. Builds an effective working relationship with the students, school personnel, parents, and the community.
13. Manages and maintains appropriate student, school, and fiscal records as required by state and district policy.
14. Communicates the expectations to students, teachers, and parents relative to discipline and attendance matters.
15. Responsible for the security, coordination, and communication of expectations for state and district testing programs.
16. Leads the development and management of a comprehensive program of student services and extra-curricular activities as determined by the needs of the students in the individual schools.
17. Reports regularly and punctually to assigned work location and notifies supervisor or designee of impending absence in a timely manner.
18. Supervises the maintenance of the physical facilities and directs the work of the custodians assigned to the building.
19. Performs other duties as assigned by the superintendent or his/her designee.

**MINIMUM QUALIFICATIONS:** Must have a valid Mississippi license with endorsement 486 - Administration.

**DESIRABLE QUALIFICATIONS:** Prior experience in administrative roles.

**CONTACT INFORMATION:** Cassandra Boyd, [cboyd@starkville.k12.ms.us](mailto:cboyd@starkville.k12.ms.us) or 662-324-4050. Online application website: [www.starkvillesd.com](http://www.starkvillesd.com)

**Job posting:** December 7, 2018 – January 11, 2019.