

Vicksburg High School Principal

Reports to: Assistant Superintendent of Curriculum and Instruction

JOB GOAL: To Improve Academic Achievement of Students

SUPERVISORY RESPONSIBILITY: Teachers and school staff

ESSENTIAL DUTIES AND RESPONSIBILITIES - *include but not limited to:*

- Defines the school mission and goals with faculty and staff.
- Communicates effectively and gains support for goals within the school and the community.
- Sets high expectations and performance standards that lead to the attainment of school and district goals.
- Identifies and analyzes relevant information before making decisions or committing resources.
- Provides incentives for both teachers and students to excel.
- Serves as a model of professionalism and communicates educational values.
- Identifies areas for instructional and program development through the collection and interpretation of student and school data. Plans and prepares, with teacher input, the master schedule and directs the scheduling of individual students.
- Involves others effectively in the improvement of curriculum and instruction. Evaluate the previous year's instructional program.
- Evaluates professional and support staff constructively. Recommends remedial assistance and dismissal of incompetent and unsatisfactory personnel.
- Coaches, guides, and/or assists teachers in enhancing their instructional effectiveness.
- Engages in and promotes a program of ongoing professional development, including participation in professional organizations.
- Selects and assigns appropriate personnel for the effective delivery of the school program.
- Plans and prepares an appropriate budget and manages funds effectively in accordance with district guidelines.
- Seeks, allocates, and maintains records for appropriate resources (materials, money, equipment, and time) to support the school program.
- Implements school programs within the confines of the district's goals and policies.
- Identifies rules, guidelines, and procedures for total school operation and accepts responsibility for student, teacher, and staff compliance.
- Develops effective discipline and attendance policies collaboratively.
- Interprets and administers the School Board and State Department of Education policies and procedures on students' rights and discipline.
- Communicates effectively with students, parents, and the community and gains their support for school goals, programs, and policies.
- Provides students, parents, and the community with an appropriate voice in the school's decision-making process to enhance the quality of education.
- Involves parents and the community in the activities of the school to build a sense of shared responsibility for the quality of education being provided.
- Other duties as assigned.

QUALIFICATIONS/

EDUCATION AND EXPERIENCE: The applicant will meet the legal requirements for principals in Mississippi and possess a Master's and/or Advanced Degree in educational administration or possess the required endorsements of Mississippi Department of Education (MDE) to lead a school. The applicant will perform administrative tasks which promotes an exemplary educational program. Applicant must possess the language skills and reasoning ability needed to perform successfully in the essential functions of the job. Administrative experience is preferred but not required.

TERMS OF EMPLOYMENT

240 Days

How to apply for positions with the Vicksburg Warren School District:

Go to the district web site (www.vwsd.org). Click on jobs and following the prompts.