



Pickens County Schools

Job Descriptions

PRINCIPAL

Title/Position: School Principal

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Salary: Certified Salary Schedule plus Board approved supplement

Reports to: Superintendent

- Qualifications:**
1. Valid Georgia Certification in School Administration
 2. Minimum three years of experience in public school administration/supervision.
 3. At least two years of successful experience as a classroom teacher.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- To make the school facility an attractive, pleasant, and productive place in which to work and learn
- Establishes and maintains an effective learning climate in the school.
- Programs classes within established guides to meet student needs.
- Supervises the guidance program to enhance individual student education and development.
- Establishes guides for proper student conduct and maintaining student discipline.
- Supervises the school's teaching process.
- Plans, organizes, and directs implementation of all school activities.
- Initiates, designs, and implements programs to meet specific needs of the school.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
- Orients newly assigned staff members and assists their developments as appropriate.
- Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, and the like.
- Assumes leadership in the direction of the school's athletic and extracurricular activities.
- Evaluates and counsels all staff members regarding their individual and group performance.

- Prepares or supervises the preparation of reports, records, lists all other paper work required or appropriate to the school's administration.
- Participates in principals' meetings and such other meetings as are required or appropriate.
- Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- Maintains and controls the various local funds generated by student activities.
- Cooperates with college and university officials regarding teacher training and preparation.
- Works with various members of the central administrative staff on school problems of more than in – school import, such as transportation, special services, and the like.
- Conducts staff meetings to keep members informed of policy changes, new programs, and the like.
- Keeps the Superintendent informed of the school's activities and problems.
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and dicussing problems of mutual interest with others in the field.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt