

Lamar County Schools

Revised February 2025

Job Description

Certified X

Classified

Principal

Duties and Responsibilities

Under the supervision of the Superintendent, the Principal will carry out the following duties:

1. Provide educational leadership for a primary, elementary, middle or high school and the surrounding community, through the direction of staff that motivates students to yield high levels of achievement
2. Provides educational leadership for the school staff and community; supervises staff and instructional programs; coordinates community efforts; interprets and communicates school programs and policies to the community.
3. Utilizes the resources of the central staff, community and local staff to provide the best instructional program possible in the local school.
4. Organizes effectively the school curriculum and facilitates appropriate staff and student assignments for maximum growth and efficiency.
5. Executes effectively the management and leadership responsibilities associated with the total school program.
6. Utilizes sound management principles in the expenditure of school funds and in preparing for other budgetary needs.
7. Relates duties as implemented by the district staff appraisal process so as to reinforce strengths provide remediation of weaknesses and/or remove ineffective staff.
8. Establishes and solicits support from local community groups, businesses and others to aid in overall achievement of school objectives and programs.
9. Interprets Board policies and administrative directives; discusses and resolves individual student problems and addresses parental concerns.
10. Provides orientation for newly assigned staff and assists with the identification of appropriate professional development.
11. Coordinates and/or supervises support services (maintenance, security, food service, recreation, financial and accounting services, media services, etc.).
12. Prepares and/or supervises the preparation of reports, records and all required paperwork appropriate to the school's operations.
13. Develop, articulate, and monitor a clear vision for learning for all students and implement a strategic plan to accomplish that vision.
14. Collect, analyze, and use multiple sources of data to guide school improvement processes.
15. Manages conflict constructively at all levels.
16. Performs other duties as assigned by the superintendent.

Minimum Requirements

Certification in Educational Leadership at the Master's level (L-5).

Be able to stand, walk, bend, stoop, sit, climb and lift items of approximately 10 pounds throughout the workday.

Salary

In accordance with the approved salary scale

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Evaluation

A standard evaluation instrument is used for each employee.