



Where Excellence and Creativity Merge

Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A

P.O. Box 879

Fayetteville, Georgia 30214-0879

Principal

DESCRIPTION:

Serves as the instructional and strategic leader for the school; provides instructional and professional leadership to faculty and staff members; administers all components of a local school including but not limited to instructional leadership, curriculum implementation, monitoring of instruction, maintenance of a safe and secure physical plant, and budget management; ensures compliance with state and federal laws.

REQUIRED QUALIFICATIONS:

1. Master's degree from a Professional Standards Commission approved accredited college or university required
2. Current or former assignment as an assistant principal or other relevant leadership position
3. Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership
4. Proficiency in generally recognized administrative/management computer applications
5. Excellent oral, written and interpersonal communication skills

PREFERRED QUALIFICATIONS:

1. Five (5) years' experience as a classroom teacher
2. Knowledge of skills specific to the position

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Demonstrate prompt and regular attendance
2. Collaboratively create and articulate a vision and mission that is consistent with district strategic plan
3. Model and collaboratively promote a school culture of high academic expectations, positive behavior, and safety for all stakeholders
4. Gather, analyze, review, and share a variety of data to use in planning and decision-making
5. Develop, monitor, and adjust the school improvement plan in collaboration with stakeholders
6. Demonstrate instructional leadership through appropriate knowledge of curriculum; initiate, design, and implement programs to enhance student learning and teacher effectiveness and meet specific needs of the school
7. Supervise the school's instructional programs, instructional support programs, and assessment programs
8. Develop, implement, and monitor systems and processes that support effectiveness in all aspects of the school (achievement, MTSS, safety, finances, etc.)
9. Prepare and administer the school budget; supervise school finances
10. Maintain high standards of student conduct and enforce discipline
11. Supervise the maintenance and operation of all school facilities and grounds
12. Organize and supervise all curricular and extracurricular activities of the students and school
13. Interpret and enforce school system policies and administrative regulations
14. Organize and lead the community relations program for the school; encourage and support the activities of parent-school groups such as PTSSO and School Council
15. Participate in the selection, induction, supervision, and evaluation of all school personnel, ensuring that all appropriate personnel meet certification requirements
16. Provide appropriate school-wide professional learning based on student and staff needs
17. Communicate professionally and effectively with students, parents, staff, community and central office personnel
18. Remain abreast of changes and developments in the profession through membership and participation in professional organizations; attendance of meetings/conferences; reading professional journals and publications, etc.

19. Perform other duties as assigned and allowable by intended program

REQUIRED DUTIES

& RESPONSIBILITIES: The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

PHYSICAL DEMANDS: Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking, and sitting. Vision, hearing, and verbal communication are essential functions of this position.

REPORTS TO: Superintendent

SALARY: Salary is based on A003/240 Days (High School), A005/240 Days (Middle School) or A006/240 Days (Elementary School) of the Fayette County School System's Administrative Salary Scale. Employee benefits include health insurance, flexible benefits and retirement plans. Employer contributions are included with some plans

ADDITIONAL COMMENTS:

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma/state-approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).