

Newton County Schools

Principal - Mansfield Elementary School (2560)

JOB POSTING

Job Details

Title

Principal - Mansfield Elementary School

Posting ID

2560

Description

ELEMENTARY PRINCIPAL

REPORTS TO: Superintendent and Chief Academic Officer

JOB GOAL: Ensure the effective organization and operation of the school, the instructional program and related activities.

MINIMUM QUALIFICATIONS:

1. Educational Leadership Certification as required by the Professional Standards Commission.
2. Master's degree or higher.
3. Minimum five years of successful teaching experience and three years administrative experience.

DUTIES AND PERFORMANCE RESPONSIBILITIES:

Curriculum, Assessment and Instruction:

1. Coordinate the planning and implementation of effective instructional programs.
2. Oversee the planning, implementation and evaluation of school curricular, assessment and instructional initiatives/programs.
3. Oversee school programs for students with disabilities, gifted students, early intervention, remedial education, extension, and summer school.
4. Ensure that school fine arts and music, literary and academic programs are of high quality.
5. Ensure the use of appropriate curriculum by teaching staff.
6. Ensure that personnel use approved curricular, assessment and instructional best practices.
7. Ensure learning is focused on what the students need to be able to know and do.
8. Ensure instruction is being differentiated.

Data Analysis:

1. Ensure that school decisions and policies regarding student achievement are data driven.
2. Ensure the improvement of student achievement for all students and sub-groups of students.
3. Oversee school testing and assessment programs.
4. Analyze multiple sources of data for disaggregated sub-groups to identify improvement needs and "symptoms".
5. Analyze root causes of deficiencies and spikes in improvement.

Process Improvement:

1. Work with the assistant principal, counselors and faculty to establish and maintain an educational program consistent with the system's philosophy, goals, objectives, policies, and procedures. Create standards for excellence.
2. Oversee school improvement planning, balanced scorecard and visual reporting initiatives (ensuring alignment with system improvement initiatives.)
3. Establish and maintain an effective school leadership team.
4. Communicate Newton County School System vision/mission/beliefs to school personnel and stakeholders.

Learning and Performance Development:

1. Lead staff in building and supporting a professional learning community which promotes excellence in teaching and student achievement.
2. Maintain professional growth through reading, participation in professional organizations, and/or activities.
3. Maintain the physical stamina and emotional stability necessary for leading a school. Balance priorities of school and staff.

Relationships:

1. Set the general tone of the school; coordinate parent groups such as PTA and the School Advisory Committee; represent the school to the community at large.
2. Handle student, teacher and parent issues in a friendly, firm, fair and consistent manner.
3. Oversee school guidance, media, student mentoring and parenting programs.
4. Oversee the partnerships with community, higher education and government agencies supporting connections with the school.
5. Provide direction, support and structure for effective teams.
6. Manage internal and external messages and influence perceptions.
7. Communicate goals, results and improvement efforts internally and externally.
8. Involve all stakeholders in planning of school programs and initiatives.
9. Develop and maintain visibility in the community.

Performance Improvement:

1. Assess the strengths of the school; identify its weaknesses and take supportive or corrective action as the situation demands. Distribute tasks and responsibilities.
2. Develop a balanced set of performance measures which will allow the organization to monitor and manage both drivers of performance and results.
3. Inspire, focus and align people to drive change for student success and creating a sense of urgency for results.

Operations:

1. Prepare budgets for the general school account; approve and supervise all expenditures within the school, sign checks and purchase orders. The Principal is responsible for the financial solvency of the school.
2. Establish rules and regulations for proper student conduct that are consistent with the policies of the Board; maintain student discipline.
3. Oversee and supervise school related activities.
4. Oversee maintenance of the school, facility and grounds and general upkeep of the school plant.
5. Interview, recommend employment, supervise and evaluate all school personnel.
6. Oversee school safety plan and procedures.

Change:

1. Create an environment focused on developing leaders of improvement at all levels.
2. Identify and address the environmental needs and opportunities.
3. Maintain a system to celebrate accomplishments.
4. Maintain School Council.

Other Job Responsibilities and Duties:

1. Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
2. Project a positive image when dealing with the public, employees, parents and students.
3. Demonstrate regular and punctual attendance.
4. Perform other duties and responsibilities as assigned.

Shift Type
Salary Range
Location

Full-Time
Based upon certification and experience
Mansfield Elementary School

Applications Accepted

Start Date **02/08/2024**

End Date **02/21/2024**

Job Contact

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