

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: February 1, 2010

TITLE: Principal – Elementary School

REPORTS TO: Superintendent

SUPERVISES: N/A

TERM: 10, 11, or 12 months

JOB GOAL: To provide the leadership and vision necessary to develop and administer educational programs. To provide successful high quality educational experiences for students in a safe and orderly environment

QUALIFICATIONS AND TRAINING:

- Master’s Degree in Educational Leadership
- Tennessee teaching certificate (current)
- Successful school level and/or district level administrative experience preferred
- Five years of successful teaching experience or equivalent
- Effective decision-making and verbal/written communication skills
- Displays interpersonal skills
- Alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Job Description: Elementary School Principal

1. Manage the daily operations and activities in the building
2. Develop positive school/community relations
3. Communicate effectively both orally and in writing with parents, students, faculty, staff, and the community
4. Develop, implement and assess the instructional programs at the assigned school

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5. Supervise teachers and submit reports, as required, to the Superintendent on the status of each teacher relative to achievement and performance for the position held
6. Promote health and safety education, conform to fire regulations, and hold periodic safety drills
6. Manage and supervise the school's financial resources
7. Establish guidelines for proper student conduct and implement disciplinary procedures that ensure a safe and orderly environment
8. Conduct staff meetings
9. Coordinate the supervision of all of the extracurricular programs at the assigned school
10. Provide leadership in the school improvement process and implement the school improvement plan
11. Use effective interpersonal communication skills
12. Perform other incidental tasks consistent with the goals and objectives of this position
13. Analyze and disaggregate test data
14. Conduct formal observations using the Tennessee Framework for Evaluation
15. Coordinate and conduct professional development for the staff

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APPLICATION PROCEDURE

Haywood County Schools' Employees must submit to the Office of the Superintendent:

- (1). A Letter of Intent
- (2). A Resume' (one page – only)
- (3). A Vita Sheet (three page minimum)

Non-Haywood County Schools' Candidates must submit to the Office of the Superintendent:

- (1). A Letter of Intent
- (2). A Resume' (one page – only)
- (3). A Vita (three page minimum)
- (4). A Haywood County Schools' Application
(see website www.haywoodschools.com)