

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: PRINCIPAL**

**CLASS:** Certificated Personnel

**LEVEL:** Principal

**DEPARTMENT:** School

**SUPERVISOR:** Superintendent

**SERVICE TYPE:** Certified

**FLSA:** Exempt

**SALARY:** BCS Salary Schedule

**TERMS OF EMPLOYMENT:** 12 Months

**JOB GOAL:**

To serve as the instructional and administrative leader of the school, to work with staff, students, and community to ensure a high quality instructional program, and to formulate and accomplish the school mission.

**MINIMUM QUALIFICATIONS:**

1. Master's degree and valid certification in teaching and school administration.
2. Verified proof of three (3) years' successful experience as a teacher.
3. Proficient with computers, Microsoft Office software and SDE programs.
4. Possess and maintain valid Alabama driver's license and BCS insurable driving record required.
5. Background clearance through FBI and ABI processes.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Provide effective leadership in planning, developing, implementing, and evaluating the instruction program; implement the Alabama Course of Study and other programs as directed.
3. Interpret and enforce local, state, and federal policies, regulations, and laws.
4. Participate in the recruiting, screening, training, assigning, and evaluating of the school's professional and support staff; assist in making employment decisions regarding staff and reporting such recommendations to the superintendent.
5. Assist in securing, maintaining, and managing materials resources including textbooks.
6. Prepare and administer the school budget and manage school finances.
7. Assume responsibility for organizing the instructional program, scheduling students, general administration, extra-curricular activities, and control of the school and all activities therein.
8. Provide effective leadership in planning, developing, monitoring and evaluating the Child Nutrition Program and personnel.
9. Ensure that students receive the most appropriate placement and services.
10. Exhibit active personal professional growth and demonstrate professional ethics.
11. Plan and provide professional growth opportunities for staff at the local school level.
12. Organize and provide a safe and orderly environment that facilitates teaching and learning.
13. Plans faculty meetings and in-service meetings requiring all teachers to attend; implement and disseminate promptly policy and administrative regulations to faculty and staff.

14. Communicate and clarify the school's mission to staff, students, and community.
15. Provide a climate of high expectation for staff and students.
16. Develop such administrative procedures as needed to insure efficient operation of the school.
17. Provide and implement an assessment program as required by SDE and BCS; utilize results to determine individual student academic needs; plan strategies to remediate deficiencies; enrich the curriculum as directed.
18. Develop and implement a public relations program within the framework of Board policies.
19. Maintain standards of student discipline designed to command the respect of students and parents and to minimize school and classroom interruptions.
20. Be on call to provide proper building security and building maintenance, and to handle emergency situations; supervise the security and maintenance program of the school.
21. Assume responsibility for the care, safekeeping, and inventory of the school buildings, grounds, furnishings, equipment, supplies and other property.
22. Keep accurate school records; file reports, forms, and other documents as required in a timely manner.
23. Drive vehicles to accomplish assigned work tasks; promptly report loss of credentials to operate vehicles.

**OTHER JOB RESPONSIBILITIES:**

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work assigned hours and additional hours as required.
2. Ability to plan budgets for the school; ability to manage fiscal resources.
3. Comprehensive knowledge of current curriculum and instructional practices for the assigned grades.
4. Ability to plan and supervise effective staff development programs.
5. Basic computer and technology skills; ability to use Microsoft Office software and other software programs utilized by the school.
6. Basic knowledge of federal, state and local programs operational in the school.
7. Ability to plan and supervise the work of others; ability to plan and conduct faculty meetings.
8. Skill in administering the Educate Alabama evaluation program for certified personnel and other evaluation tools as required.
9. Skill in maintaining effective student discipline.
10. Demonstrated ability to administer a complex program; skill in time management.
11. Skills in recruitment, selection, induction, and assignment of personnel.
12. Knowledge of federal, state and local school laws and procedures relating to the programs and operation of the school.
13. Knowledge of law and state and federal mandates related to instructional programs.
14. Ability to use effective interpersonal and collaborative skills necessary for the successful implementation of programs, the coordination of committees, and to maintain productive relationships among colleagues
15. Ability to develop effective working relationships with students, staff, and the school community.
16. Knowledge of Board policies and procedures.
17. Effective oral and written communication and leadership skills.
18. Excellent organizational and administrative skills.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Move about the school on a frequent basis.
2. Lift moderately heavy weights, climb stairs, bend, twist, stoop, and reach on an occasional basis as required.
3. Adequate strength, mobility, dexterity, agility, speech and visual and aural acuity to perform required tasks.

**EVALUATION:**

Job performance for tenured personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

**APPEALS:**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.