

Oneida Special School District

Job Description

Position Title:	Principal
Reports To:	Assistant Director/Director of Schools
Job Goal:	To develop and maintain a safe and academically appropriate environment for all children and staff members.
Term of Employment:	12 Months

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Assure that all faculty members located in your building either full time or part time follow all school board policies.
- Establish and maintain an effective learning climate in the school.
- Initiate, design and implement programs to meet the specific needs of the school.
- Keep the Director of Schools informed of all school activities.
- Supervise the school budget and financial records for all school accounts.
- Supervise the maintenance of all required building records and reports.
- Maintain an active relationship with parents and students.
- Schedule classes within state guidelines to meet student needs.
- Monitor and adjust the curriculum teaching strategies and master schedule to meet testing standards for high functioning schools.
- Maintain high standards for student behavior.
- Maintaining and hiring a qualified professional staff.
- Assure administrative staff is present during afterschool and off campus activities.
- Pursue opportunities for personal professional growth.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- Current Tennessee teaching license with the appropriate endorsements.
- Good communication skills.
- Proficient interpersonal skills.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).