

APPROVED

APR 07 2023

G-C SCHOOL BOARD



George County School District

Elementary School Principal Job Description

Job Purpose:

- Provide leadership and supervision in administering the educational program of the elementary school to promote student achievement in accordance with Board of Education policies, administrative procedures, and applicable laws.
- Lead program development, continuous school improvement, and professional growth initiatives for staff.
- Create and sustain a supportive, high-achieving learning environment that fosters students' academic, social, and emotional development through implementation of the Mississippi College- and Career-Readiness Standards (MCCRS).

Knowledge, Skills & Abilities:

- Knowledge of elementary curriculum, instructional pedagogy, and differentiation based on student learning needs.
- Knowledge of best practices in school administration, program evaluation, and staff supervision.
- Knowledge of federal and state education laws and accountability requirements.
- Knowledge of data systems, assessment analysis, and development of action plans to improve student outcomes.
- Instructional expertise in the Mississippi College- and Career-Readiness Standards, with emphasis on literacy and numeracy.
- Ability to maintain a safe, respectful, and organized learning environment using positive behavior supports.
- Skill in analyzing formative and summative assessment data to guide instruction and close achievement gaps.
- Proficiency in integrating educational technology and utilizing computer systems and software applications.
- Strong verbal and written communication skills, including effective interaction with students, parents, and staff.
- Cultural competency and sensitivity to diverse student backgrounds.
- Ability to develop and implement projects, manage multiple tasks, meet deadlines, and resolve conflicting priorities.
- Ability to establish and maintain cooperative working relationships.
- Commitment to self-evaluation, professional growth, and continuous improvement.

Minimum Qualifications:

- AA Certificate in School Administration or Educational Leadership with valid Mississippi Licensure (486).
- Bachelor's and Master's degree from an accredited college or university in Elementary Education or a related field.
- Valid Mississippi Educator License with appropriate Elementary Education endorsement (e.g., 116, 117, or 120).
- Successful completion of required Praxis examinations as mandated by the Mississippi Department of Education.
- Successful prior teaching experience; administrative experience preferred.
- Ability to pass required state and federal criminal background checks and child abuse registry clearance.

Reports To: Superintendent

Supervises: Elementary School Staff

Duties & Responsibilities:

- Demonstrates prompt and regular attendance.
- Develops, implements, and evaluates school programs aligned with district goals and objectives.
- Provides leadership and direction to staff in curriculum development, instructional practices, and extracurricular programs.
- Promotes and maintains a safe, orderly, and student-centered learning environment.
- Ensures compliance with Board policies, district procedures, and applicable laws.
- Organizes and maintains accurate records for student performance, attendance, and required reporting.
- Uses assessment data to guide school improvement efforts and collaborates with staff to address diverse learning needs, including special populations.
- Supervises, evaluates, and supports professional growth of certified and classified staff in accordance with district evaluation procedures.
- Facilitates faculty meetings, professional learning communities, and ongoing professional development.
- Encourages innovation and continuous improvement in instructional strategies.
- Coordinates with district leadership on personnel matters including recruitment, staffing, employee records, and corrective actions.
- Manages the school budget and financial operations in accordance with district policies.
- Promotes positive student conduct and ensures adherence to district discipline policies.
- Encourages and supports parental involvement and maintains effective communication with families and the community.
- Performs other job-related duties as assigned by the immediate supervisor.
- Supports the George County School District Core Beliefs and Mission.

Terms of Employment: Contract / 230 Days **FLSA Status:** Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature (If Applicable)
	Date