

APPROVED

APR 07 2026



George County School District

G C SCHOOL BOARD

Secondary School Principal (Middle School & High School) Job Description

Job Purpose:

- Provide leadership and supervision in administering the educational program of the secondary school (middle and/or high school) to promote student achievement in accordance with Board of Education policies, administrative procedures, and applicable laws.
- Serve as the primary instructional leader and chief administrator of the school.
- Establish and communicate a clear vision to ensure all students are prepared to be college- and career-ready.
- Oversee daily operations, lead school improvement initiatives, and cultivate a culture of high expectations, accountability, and safety aligned with district goals and Mississippi Department of Education standards.

Knowledge, Skills & Abilities:

- Knowledge of middle and high school curriculum, instructional pedagogy, differentiated instruction, and behavioral management practices.
- Knowledge of best practices in administration, program evaluation, and staff supervision.
- Knowledge of data systems, data analysis, and development of action plans aligned with the Mississippi Accountability Model.
- Knowledge of applicable federal and state education laws and regulations, including IDEA, Title IX, and Mississippi Public School Accountability Standards.
- Ability to evaluate teacher effectiveness using the Mississippi Educator Evaluation System (PGES/Professional Growth System) and provide meaningful feedback.
- Ability to develop, implement, and monitor School Improvement Plans (SIP).
- Proficiency in school finance, budgeting, and effective allocation of resources and personnel.
- Strong conflict resolution and interpersonal skills to effectively engage students, staff, parents, and community stakeholders.
- Ability to clearly communicate the school's mission and build collaborative partnerships.
- Ability to use computer network systems and software applications.
- Effective verbal and written communication skills.
- Ability to manage multiple priorities and time constraints.
- Commitment to professional growth, self-evaluation, and continuous improvement.
- Ability to establish and maintain cooperative working relationships.

Minimum Qualifications:

- Class AA Certification in Educational Administration/Leadership with valid Mississippi Administrative Licensure (Endorsement 486).
- Master's degree or higher in Educational Leadership or Administration from an accredited institution.
- Minimum of five (3) years of successful K-12 teaching experience.
- Prior administrative or school leadership experience preferred.
- Successful completion of required state and federal background checks and fingerprinting.

Reports To: Superintendent

Supervises: Secondary School Staff

Duties & Responsibilities:

- Demonstrates prompt and regular attendance.
- Develops, implements, and evaluates school programs consistent with district goals and objectives.
- Provides leadership in curriculum implementation, including the Mississippi College- and Career-Readiness Standards (MCCRS), to ensure rigorous instruction across all grade levels and departments.
- Uses data-driven decision-making to analyze assessment results (e.g., MAAP, ACT) and implement strategies to improve student achievement.
- Promotes and maintains a safe, orderly school environment; establishes and enforces student conduct policies and oversees campus safety procedures.
- Supervises, evaluates, recruits, and mentors certified and classified staff in accordance with district policies and evaluation systems.
- Facilitates professional development, faculty meetings, and instructional improvement initiatives.
- Ensures compliance with Board policies, district procedures, accreditation standards, and state and federal laws.
- Maintains accurate records for attendance, student performance, personnel, accreditation, and required state reporting.
- Coordinates with district leadership on staffing, personnel matters, and human resource functions.
- Manages the school's budget and financial operations in accordance with district policies and auditing procedures.
- Encourages parental involvement and fosters strong relationships with families and community stakeholders through conferences, events, and forums.
- Performs other job-related duties as assigned by the superintendent.
- Supports the George County School District Core Beliefs and Mission.

Terms of Employment:

- Contract / 240 Days (High School Principal)
- Contract / 230 Days (Middle School Principal)

FLSA Status: Exempt

Disclaimer: The preceding job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

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