Posting Date: June 7, 2021



NOTICE OF VACANCY

**Application Deadline**: UNTIL FILLED

**TITLE**: **Junior High School Principal**

**REPORTS TO**: Director of Schools

**SUPERVISES**: Site Certified/Classified staff

**TERM**: 10 months

**JOB GOAL**: The job of the Junior High School Principal was established for the purpose of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

**QUALIFICATIONS:**

* Master’s Degree in Education
* Holds appropriate Tennessee Administrator’s License
* 3 Year’s Experience as a teacher
* 3 Year’s Experience in an Administrative Role
* Demonstrated organizational skills
* Effective decision making and verbal and written communication skills

**EVALUATION:** Performance of this job will be evaluated in accordance with

the provisions of the Board’s policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES**:

Job Description: Junior High School Principal

* Oversees planning, organizing, coordinating and participating in programs and activities related to the operation of school including instruction, student discipline and special education programs; enforces applicable state and district codes, policies and laws; administers district and school site discipline policies and safety programs.

* Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
* Oversees supervising and evaluating the performance of designated certificated and classified personnel; assigning of duties to faculty and staff as appropriate to meet school objectives as well as district and state standards; oversees recruiting, interviewing and selecting new faculty and staff.
* Oversees developing and administering disciplinary procedures in accordance with District policies and state laws; confers with students, parents, teachers and community agencies; responds to and resolves parent, student and staff complaints.
* Oversees establishing, coordinating and maintaining communication with community and parent groups; develops correspondence to promote school activities and achievements.
* Provides direction to the school’s guidance and counseling services, student activities, student government, school attendance issues; assures programs and services meet established objectives and requirements.
* Oversees supervising and organizing student activities; extra-curricular activities and athletic events; schedules extra-curricular programs; attends a variety of school events including athletic events, dances, meetings, and others.
* Oversees directing the preparation and maintenance of a variety of District, County, State and Federally-mandated records and reports regarding student attendance, discipline, test scores, cumulative records and academic achievement.
* Maintains knowledge of current educational issues, trends, and best practices regarding curriculum, instruction, technology and assessment and uses this knowledge to assist the guidance of a highly performing team of teachers to meet the educational needs of a diverse group of high school students.
* Is an active and engaged member of a highly collaborative management team.
* Is aware of and uses social media to support communication and awareness of school activities and accomplishments.
* Delegates authority to appropriate personnel.
* Strives to maintain a high level of staff morale.
* Performs such other professional and administrative duties as assigned.

**APPLICATION PROCEDURE:**

Submit a Fayette County Public Schools online application found at www.fcsk12.net. The application can be accessed on the apply page.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.