Posting Date: May 17, 2021



NOTICE OF VACANCY

**Application Deadline**: UNTIL FILLED

**TITLE**: **Elementary Principal**

**REPORTS TO**: Director of Schools

**SUPERVISES**: Site Certified/Classified staff

**TERM**: TBD

**JOB GOAL**: Under the direction of the Director of Schools, serves as instructional leader at designated site and oversees administrative duties involving student conduct, curriculum and instruction, operations, and community relations.

**Qualifications:**

* Master’s Degree in Education
* Hold appropriate Tennessee Teaching and Administrative License
* Demonstrated organizational skills
* Effective decision making and verbal and written communication skills

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

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

**PERFORMANCE RESPONSIBILITIES**:

Job Description: Elementary 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.

• Performs a variety of administrative duties in managing the school.

* 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.
* Oversees recruiting, interviewing and selecting new faculty and staff.
* Oversees establishing, coordinating and maintaining communication with community and parent groups; develops correspondence to promote school activities and achievements.
* Oversees providing direction to a variety of faculty, staff and student programs and services.
* 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 and programs.
* 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 middle school students.
* Demonstrates sensitivity to the needs of the school community.
* 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.
* Effectively communicates with all constituents.
* Maintains constructive personal relations with individuals and groups; mediates and resolves conflicts related to areas of responsibilities that involve staff, students, parents and community members, and 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 is 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.