

## Guilford County Schools

### JOB DESCRIPTION OF THE PRINCIPAL

**REPORTS TO:** Reports to the appropriate supervisor.

**SUPERVISES:** All school personnel, directly or indirectly.

**PURPOSE:** To serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

### DUTIES AND RESPONSIBILITIES

**A. MAJOR FUNCTION: General Planning**

The principal conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.

**B. MAJOR FUNCTION: General Coordination**

The principal ensures that the school program is compatible with the legal, financial, and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.

**C. MAJOR FUNCTION: Enhancement of Personnel Skills**

The principal provides activities that facilitate the professional growth of the school staff and enhance the quality of the instructional program.

**D. MAJOR FUNCTION: School Objectives**

The principal identifies the annual objectives for the instructional, extra-

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curricular, and athletic programs of the school.

**E. MAJOR FUNCTION: Curriculum Objectives**

The principal ensures those instructional objectives for a given subject and/or classrooms are developed, and involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.

**F. MAJOR FUNCTION: Establishes Formal Work Relationships**

The principal establishes, implements and evaluates procedures used to carry out the daily routine of the school.

**G. MAJOR FUNCTION: Evaluates Performance**

The principal evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.

**H. MAJOR FUNCTION: Facilitates Organizational Efficiency**

The principal maintains inter-school system communications and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.

**I. MAJOR FUNCTION: New Staff and Students**

The principal orients and assists new staff members and new students and provide opportunities for their input into the school program.

**J. MAJOR FUNCTION: Community**

The principal encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.

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### **K. MAJOR FUNCTION: Supplies and Equipment**

The principal manages, directs, and maintains records on the materials, supplies and equipment, which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional supplies.

### **L. MAJOR FUNCTION: Services**

The principal organizes, oversees, and provides support to the various services, supplies, materials, and equipment provided to carry out the school program. The principal makes use of community resources.

## **MINIMUM TRAINING AND EXPERIENCE**

Completion of an approved program in school administration at the master's level or above with 3 to 5 years of experience as a classroom teacher or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

## **SPECIAL REQUIREMENTS**

Must possess a license in school administration as a Principal from the State of North Carolina. Must possess a valid North Carolina driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, calculators, cellular phones, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or

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divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, charts, strategic plans, etc. Requires the ability to prepare correspondence, reports, forms, appraisals, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra, descriptive statistics, statistical inference, and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **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.