

## **BEDFORD COUNTY BOARD OF EDUCATION**

### **TITLE**

**Principal**

### **QUALIFICATIONS**

1. Valid teacher's license with appropriate endorsement.
2. Administrative and supervisory experience in accordance with state law and State Board Rules and Regulations, based on a minimum of a master's degree.
3. Meets health and physical requirements.

### **JOB GOAL**

To manage assigned school through the use of leadership, supervisory, and administrative skills so as to promote the educational development of each student and the professional development of the total staff.

### **ACCOUNTABLE TO**

Superintendent of Schools

### **ESSENTIAL FUNCTIONS**

1. Supervises the operation and management of personnel and facilities.
2. Assumes administrative responsibility and instructional leadership for the planning, management, operation, and evaluation of the educational program.
3. Submits recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel.
4. Interpret and enforce school and Board of Education policies, guidelines, and regulations.
5. Participate in the recruitment, interview, and training of school personnel.
6. Evaluates teachers and other personnel as outlined in state law, Minimum Rules and Regulations, and local Board policy.

7. Maintains open lines of communication with the Superintendent and systemwide supervisory staff regarding the conditions of the school and its activities.
8. Maintains good public relations with the community and uses community resources to enrich the learning process.
9. Assumes the responsibility for the implementation of state curriculum guides for each grade and/or subject level in their school.
10. Supervises or designates supervision of school facilities for both academic and non-academic purposes.
11. Ensures the proper care and accounting of all equipment, textbooks, supplies, and materials assigned to the school.
12. Approves the scheduling of students and teachers.
13. Responsible for assignment of other duties to teachers.
14. Oversees the health and safety of all students.
15. Assumes responsibility for planning of teacher's meetings, parent-teacher conferences, and school special activities and exhibits.
16. Prepare and administer the school budget and financial operations.
17. Serves as official spokesperson for the school.
18. Requisitions supplies and equipment and all other materials necessary to operate the school through the office of the Controller.
19. Responsible for the timely filing of all required state and local reports.
20. Responsible for the maintenance of all school and student records and files.
21. Assists administrative staff in placement of student teachers.
22. Responsible for the selection of appropriate substitute teachers and workers.
23. Responsible for complete and accurate reporting of attendance of students and personnel.
24. Administers the code of discipline and behavior within the school.

25. Displays the flags of the United States and the State of Tennessee during each school day.
26. Administers the athletic programs in accordance with the Tennessee Secondary School Athletic Association (TSSAA), if applicable.
27. Observes all other rules and regulations relative to the operation of the schools as established by law and as contained in the Rules, Regulations, and Minimum Standards of the State Board of Education.
28. Assumes other tasks and responsibilities as assigned by the Superintendent.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching and/or handling
4. Talking
5. Hearing
6. Seeing
7. Climbing

### **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: Ability to move the hands and fingers easily.

## **WORK CONDITIONS**

Normal working environment.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

### **SALARY**

High School and Middle School – State and local salary schedules plus 20 days

All other Principals – State and local salary schedules plus 10 days.

### **CONTRACT LENGTH**

High School and Middle School – 220 Days  
(Regular School Calendar plus 20 days)

All other Principals – 220 Days  
(Regular School Calendar plus 10 days)

### **SICK LEAVE**

1 day per month of service

### **PERSONAL/PROFESSIONAL**

2 days per year

### **VACATION**

As per current Board Policy

## **EVALUATION**

Performance will be evaluated in accordance with local and state guidelines.