

HARDEMAN COUNTY BOARD OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
JOB DESCRIPTION

Job Title:	Building Principal
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**SUMMARY:** The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the Hardeman County School district.

**DISTINGUISHING FEATURES:** An employee in this position directs and ensures compliance with a full range of educational services for the school. This employee coordinates all functions occurring including curricula planning and development, enforcing policies and procedures, supervising subordinate staff, including teachers, librarians, counselors, assistants, and other school personnel.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

1. Plans and supervises the operations and functions occurring in the building educational program.
2. Through subordinate staff, plans and coordinates education programs in areas such as a)basic education courses, b)vocational programs, c)federal programs, d)advanced placement programs, and e) special education programs. Assists with monitoring of federally funded programs.
3. Assists in interviewing, assigning, training, and evaluation of subordinate staff and their work; assists in making decisions and recommendations on matters such as employment, promotion, demotion, retention, and transfer. Responsible for maintaining personnel files on each employee under supervision (certified/non-certified).
4. Prepares a wide variety of reports including submitting them to the proper agencies; assists in securing bids when necessary; prepare and maintain records, reports, and inventories; maintains fiscal responsibility to ensure that programs and projects operate within funded budgets.
5. Assists in setting building goals and priorities based upon policy, legislation, and resources; discusses work resources, performance standards and assignments with management staff to ensure work is completed properly according to policies and procedures. Responsible for school performance metrics as measured by District/State Department of Education in order to promote annual growth and achievement. Conducts staff meetings to up date staff on changes in policies and procedures.

Note: Job descriptions are descriptive only and not restrictive; they shall not be construed as declaring the extent or what the duties and responsibilities shall be, or as limiting or in any way or modifying the power of the appointing authority to assign duties or to direct or control all employees under his/her supervision. The typical tasks shall not be held to exclude others not mentioned that are of a similar kind or quality.

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6. Serves as liaison and performs public contacts work in explaining and interpreting programs sponsored by the district/school.
7. Participates in continuing education training to keep informed of existing and changing laws, regulations, and policies; may conduct or assist with workshops, seminars, and/or in-service programs for assigned staff or other school system employees in order to disseminate policy and clarify existing regulations and procedures.
8. Establishes and maintains a variety of contacts with departmental associates and district personnel, school system director, colleagues, teachers, board members, subordinate staff, and other individuals in order to promote, discuss, explain, and resolve problems concerning the administration and enforcement of educational policies, procedures and regulations. Cooperate with community agencies that are involved in programs. Coordinate methods of parental involvement.
9. Responsible for oversight relative to school sponsored events, during normal hours and after normal hours, including academic clubs and sporting events.

**MINIMUM QUALIFICATIONS**

Education and Experience: Classroom certifications as appropriate in addition to Beginning / Professional Administrator Licensure

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