

**SURRY COUNTY PUBLIC SCHOOLS  
HIGH SCHOOL PRINCIPAL  
JOB DESCRIPTION**

Job Title: High School Principal  
Salary Index: 1.11  
Reports To: Division Superintendent  
FLSA Status: Exempt

**SUMMARY**

Performs leadership, supervisory, and administrative skills so as to promote the educational development of each student.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Planning and Assessment**

- Employ various processes for gathering, analyzing, and using data for decision making.
- Develop and implement a school improvement plan that results in increased student learning.
- Plan, implement, support, and assess instructional programs that enhance teaching and student achievement of the Standards of Learning.
- Develop plans for effective allocation-of fiscal and other resources.

**Instructional Leadership**

- Communicate a clear vision of excellence and continuous improvement consistent with the goals and policies of the school division.
- Supervise the alignment, coordination, and delivery of assigned programs and/or curricular areas.
- Select, induct, support, evaluate, and retain quality instructional and support personnel.
- Provide staff development programs consistent with program evaluation results and school instructional improvement plans.
- Identify, analyze, and resolve problems using effective problem solving techniques.

**Communication and Community Relations**

- Promote effective communication and interpersonal relations with students and staff.

- Promote effective communication and interpersonal relations with parents and other community members.
- Work collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.

#### Professionalism

- Model professional, moral, and ethical standards as well as personal integrity in all interactions.
- Work in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.
- Take responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.
- Provide service to the profession, the division, and the community.

### **SUPERVISORY RESPONSIBILITIES**

Assistant Principals

Teaching Staff and Paraprofessionals

Other Professional Staff

All Nonprofessional School Staff

Other Resource and Service Personnel school while functioning in the assigned

### **QUALIFICATIONS**

Hold the Postgraduate Professional License

Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools.

### **EDUCATION and/or EXPERIENCE**

Have at least three (3) years of successful experience as a teacher, administrator, or supervisor, one year of which must have been at the secondary level.

Have successfully completed a minimum of fifteen (15) semester hours with at least one graduate course in each of the following areas:

School Administration

Supervision of Instruction

Secondary School Curriculum

School Law

School-Community Relations

Demonstrate proficiency in the use of computer

