

PRINCIPAL

JOB SUMMARY

Use leadership, supervisory, administrative and management skills to promote the educational development of each student in compliance with all applicable rules, regulations and policies of the Lebanon Special School District.

QUALIFICATIONS

- Valid Tennessee teaching license with proper area of administrative endorsement
- Master's Degree
- Minimum of three years of acceptable classroom teaching in an approved or accredited school at the appropriate grade level
- Must be highly qualified as defined by the state of Tennessee NCLB guidelines
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Schools
- Supervise the school's educational program
- Establish a vision and mission for his/her school that is aligned with the school system's vision and mission
- Open and close school each day at the time determined by the Board of Education
- Observe all rules and regulations relative to the operation of public school as established by law and to observe and implement all LSSD Board of Education policies/administrative procedures
- Assist with the implementation and evaluation of the curriculum
- Accountable for school improvement planning aligned with school/student achievement data and its implementation
- Supervise all professional, paraprofessional, administrative and nonprofessional personnel at the school level
- Responsible for interviewing, assigning and evaluating all school staff members
- Make recommendations to the Director of Schools of all personnel employed in his/her school
- Responsible for the safety, maintenance and administration of the school which includes making the appropriate reports to the Director and/or Assistant Director regarding needs and concerns
- Plan and supervise safety drills and emergency programs
- Supervise students' transportation, conduct, discipline, accidents, attendance, records and reports
- Ensure that students are not released during school hours unless delivered into the custody of the child's parents, a person having the legal responsibility of a parent, or a person that the parent/legal guardian has given this authority to and made the appropriate arrangements with the school
- Approve the administration of corporal punishment and actually administer it or be present when this occurs
- Responsible for, along with his/her staff, the citizenship exercised by the students in the school and on school grounds
- Administer discipline plan and code of conduct ensuring due process for all students
- Make a timely report to the Director of Schools of all injuries received by students, staff, and visitors on school property
- Act as the school level complaint/grievance administrator with regard to student, staff, and community issues
- Supervise/evaluate, and administer extracurricular programs, the school athletic program, and facility usage beyond the regular school day
- Supervise all school reports and assist with preparation/management of school budget

LEBANON SPECIAL SCHOOL DISTRICT

- Follow all financial guidelines and procedures as dictated by Board policies and state rules and regulations for school finance
- Act as school-based staff developer and plan, implement, and assess staff development sessions and orientations for professional staff
- Schedule and oversee parent/teacher conference sessions, IEP Team meetings, Professional Intervention Team (PIT) meetings, etc.
- Allow for visitation in the school by interested parents, individuals or community groups for acceptable reasons which do not disrupt the learning process
- Responsible for building and maintaining a school-community relationship which is conducive to educational excellence
- Maintain an advisory role in the operation of his/her school's PTO and approve all related PTO programs/activities and fundraisers/expenditures
- Conduct staff meetings as appropriate
- Secure substitutes for absent staff members
- Perform other duties as assigned by the Director of Schools