

**Sheffield City Schools**  
**Job Description – Principal**

- POSITION TITLE:** Principal
- QUALIFICATIONS:** Master’s degree or higher from an accredited institution. A valid Alabama Professional Educators Certificate to practice as a school principal. Three or more years successful experience as a classroom teacher. Served as an assistant principal or central office administrator, preferred. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- REPORTS TO:** Superintendent/Deputy Superintendent
- JOB GOAL:** To provide effective leadership and supervision that promotes the maximum well-being of each student in the school.
- SUPERVISES:** Assigned school staff (certified and classified)

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Understands the principles of school organization and organizes the school to provide the best instructional program possible for the individual student
2. Assumes the responsibility for being the instructional leader in the school and continually monitors, evaluates, and modifies the instructional program to meet the needs of the students
3. Effectively utilizes the staff by making assignments which capitalize on the strengths of the individuals
4. Schedules students for instruction and ensures appropriate placement and services for each student
5. Coordinates and supervises all standardized testing
6. Supervises, observes, and evaluates all certificated and classified staff
7. Prepares and/or supervises the preparation of all reports and records, required or appropriate to the school’s administration, including finances and the school budget
8. Supervises athletic and/or extracurricular activities and events
9. Establishes and maintains standards of student behavior that facilitate teaching and learning
10. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations
11. Coordinates with central staff to maximize the utilization of all services available
12. Assumes responsibility for the care and maintenance of the school plant facilities
13. Demonstrates proficiency in written and oral communication
14. Communicates and clarifies the school’s mission to students, staff, and community
15. Fosters a positive climate of high expectations for faculty, staff, students, and administrators
16. Provides professional learning opportunities for faculty and staff
17. Implements personal professional learning plan and maintains proper certification by attending workshops and/or professional development courses
18. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, board employees, parents, and students
19. Implements and follows the Alabama Standards for Instructional Leaders developed by the Alabama State Department of Education
20. Assumes responsibility to perform any other tasks assigned by the Superintendent or his designees

**TERMS OF EMPLOYMENT:** Twelve months

**SALARY:** Salary in accordance with Board approved salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on assessments and evaluations, or for contract principals, in accordance with the employment agreement with the Board.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.