

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
ROSSVILLE MIDDLE/SENIOR HIGH SCHOOL PRINCIPAL'S POSTING

DATE POSTED: April 10, 2024  
LOCATION: Rossville Middle/Senior High School  
PROPOSED START DATE: July 1, 2024  
APPLICATION CLOSING DATE: April 30, 2024  
REPORTS TO: Superintendent  
TERM OF EMPLOYMENT: 220-Day Contract - Area competitive salary

QUALIFICATIONS:

- Master's or advanced degree in educational administration
- Previous experience as a principal or assistant principal is preferred
- Must possess strong leadership, communication, and organizational skills
- Demonstrated leadership in curriculum and instruction, staff development, and evaluation of staff
- Proven effectiveness in leading staff and students in pursuit of academic excellence
- Commitment to developing parent and community involvement
- Providing a safe and secure academically focused learning environment
- Understanding of Vocational Education, Special Education, and Due Process procedures

GENERAL STATEMENT OF DUTIES

The Principal of Rossville Middle/Senior High School has the primary responsibility of directing and coordinating educational, administrative, and support services to ensure the school's efficient, orderly, and productive operation while holding students and staff accountable for high academic and character standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Principal shall ensure clear, rigorous, and relevant performance standards have been developed for each curricular area.
2. The Principal shall ensure that a plan exists and is followed to ensure the identified academic standards are continually reviewed and updated.
3. The Principal will establish provisions that provide assessments of students' achievement of the identified performance standards.
4. The Principal will directly supervise and evaluate all certified and classified personnel assigned to their school as per corporation policies and applicable laws.
5. The Principal will hold employees whom they directly supervise accountable for high standards and the execution of assigned responsibilities.
6. The Principal shall coordinate professional development specific to building needs.
7. The Principal shall provide direct supervision of the utilization of instructional time.
8. The Principal shall serve as the 504 Coordinator for the Middle/Senior High School.
9. The Principal shall ensure proper discipline is maintained within the school building, on school grounds, and at school functions.
10. The Principal shall, within corporation procedures, requisition and allocate supplies, equipment, and instructional materials to best meet the educational needs of students.

11. The Principal shall ensure all records are accurate and properly maintained, forwarded to appropriate officials in a timely manner, and in keeping with state and federal statutes.
12. The Principal shall supervise and review emergency preparedness programs, ensuring the physical and emotional safety of the school.
13. The Principal shall supervise the assignment of teachers and pupils to classes.
14. The Principal shall work with custodial and maintenance personnel to ensure the school's physical environment is conducive to learning.
15. The Principal shall develop and maintain a positive public relations program with the community.
16. The Principal shall assist bus drivers with student discipline issues as they arise.
17. The Principal shall perform other duties as assigned by the Superintendent or out of necessity to fulfill the position's requirements.

The application process requires the submission of the following completed documents:

- Letter of interest
- Resume
- Three letters of reference
- Application (the form includes six questions requiring expanded answers)
- Proof of licensure
- Transcripts

The documents should be linked to the Jot Form and submitted using the appropriate tab.

<https://form.jotform.com/240953188216056>