



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

<u>TITLE:</u>	PRINCIPAL	<u>NO.</u>	C21563
<u>ORGANIZATIONAL UNIT:</u>	Department of Instruction	<u>GRADE:</u>	7-10
<u>REPORTS TO:</u>	Director of School Performance	<u>UNIT:</u>	II
<u>MOST RECENT REVISION:</u>	February 2010	<u>FLSA:</u>	E

ESSENTIAL JOB FUNCTIONS:

Administers, evaluates and modifies, as necessary, the instructional programs offered by the school. Manages school, human and financial resources, buildings, grounds and equipment. Establishes effective relationships with students, parents, staff, community groups and Central Office support staff. Responsible for providing a safe and secure learning environment for students and staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

These examples are illustrative but are not all inclusive:

1. Assume responsibilities for defining the school's mission and for communicating goals of the total school program.
2. Adhere to and comply with all Board of Education Policies, Administrative Regulations, and operating procedures.
3. Provide instructional leadership for the alignment of curriculum, instruction, and assessment through the purposeful observation and evaluation of teachers.
4. Create, maintain, and monitor a monthly meeting calendar that allows for faculty and staff collaboration and a school culture focused on rigor and learning for all students.
5. Coordinate the instructional program of the school in conjunction with the appropriate central office staff and the staff development office; supervise the instructional program of the school.
6. Improve instructional practices through the purposeful observation and evaluation of teachers
7. Supervise and evaluate the effectiveness of all school personnel; report and monitor employees not meeting contractual requirements.
8. Lead and direct the process of continuous school improvement.
9. Develop a school improvement plan (SIP) that supports the district's strategic plan.
10. Monitor and assess student achievement using technology and multiple sources of data
11. Assess outcomes to meet AYP.
12. Engage all community stakeholders in a shared responsibility for student learning and school success.
13. Develop an approach to improve and maintain a positive culture for learning that capitalizes on multiple aspects of cultural diversity to meet the needs of all students.
14. Create and implement school wide supervision plans that establish and maintain a safe and orderly environment.
15. Develop clearly understood procedures and provide regular drills for emergencies and disasters.
16. Interpret and implement the policies of the Board of Education and community served through a continuous flow of information using newsletters, emails, Connect-Ed, CAC, PTSO, and other community associations.
17. Communicate effectively with students, staff, administrative and supervisory personnel, parents, and the community.
18. Seek and engage in professional activities that foster leadership development.
19. Administer and coordinate school discipline in a fair and consistent manner.
20. Exercise initiative, tact, and good judgment in dealing with others.

21. Work cooperatively and interact positively with students, staff and community exercising courtesy, discretion, and self-control; serve as a role model for staff and students.
22. Establish schedules and procedures for the supervision of students in non-classroom areas and activities both before and after school.
23. Be able to participate actively in the supervision of students in both curricular and extra-curricular settings; be highly visible in the school community.
24. Supervise and oversee school operations which may be unique to assignment.
25. Perform all other duties as assigned.

NECESSARY QUALIFICATIONS:

1. Hold an Advanced Professional Certificate (APC) with an Administrator II endorsement as required by the Maryland State Board of Education Bylaw.
2. Evidence of successful scores on the School Leaders Licensure Assessment.
3. Previous successful experience as a school-based administrator with evidence of diverse experiences.
4. Able to build a school culture which takes account of the richness and diversity of the school's communities.
5. Demonstrate the ability to work effectively with diverse populations.
6. Have the ability to recruit and maintain a teaching and support staff that reflects the diversity of the student population and community.
7. Ability to create a team that works collaboratively and promotes high expectations for all students.
8. Demonstrate ability to garner support and resources, engage community organizations, individual education supporters, and businesses to support student achievement.
9. Demonstrate positive interpersonal skills inside and outside of school.
10. Have worked in public education within the last three years.
11. Have knowledge of the curriculum of the schools of Anne Arundel County.
12. Must provide four (4) references on Anne Arundel County Public School's reference form.
13. Must maintain a record of excellent attendance (attendance records will be closely evaluated upon application for this position. Applicants outside of Anne Arundel County will have their references evaluated for attendance).
14. Must be able to supervise school activities both inside and outside the classroom and both before and after school.

PLEASE NOTE:

- Submit all of the requested information by the closing date. You are responsible for making sure your information has been received.
- Applicant's credentials will be pre-screened before inviting candidates for an interview.
- Interviews will be limited to those applicants who not only meet the basic requirements, but have experiences and education that most closely match the position qualifications and system needs.
- Candidates interviewed who receive a qualifying score will have their names placed in a pool to be considered for positions as they become available.

APPROVED: July 1979

REVISED: January 1997, April 2003, Sept 2005, May 2007, March 2009, February 2010