



# **SOUTHAMPTON COUNTY SCHOOLS**

Post Office Box 96 · Courtland, Virginia 23837  
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair  
James D. Pope, III, Vice-Chair

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## **VACANCY ANNOUNCEMENT**

**POSITION:** PRINCIPAL-HIGH SCHOOL  
**SALARY:** Commensurate with Experience  
**DATE POSTED:** September 2, 2021  
**LOCATION:** Southampton High School  
**CLOSING DATE:** Open Until Filled  
**START DATE:** 2021-2022 School Year

### **General Responsibilities:**

The position is responsible for the leadership, administration, and supervision of a high school and its programs.

### **Knowledge, Skills, and Abilities:**

Comprehensive knowledge of the practices, methods, and techniques used in the leadership, administration, and supervision of a high school; thorough knowledge of the school division's strategic plan, goals, and objectives for student outcomes; thorough knowledge of prescribed school board policies and procedures; skill in oral and written communications; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers and support staff.

### **Reports to:**

Division Superintendent

### **Qualifications:**

- Master's degree in educational leadership or related area.
- Minimum 5 years of experience as a school principal - high school principal experience required.
- Hold or be eligible for licensure through the Virginia Department of Education with an endorsement in Administration and Supervision PreK-12.

### **APPLICATION PROCEDURE:**

Individuals interested in applying should submit an application online or access a printable application through the district website at [www.southampton.k12.va.us](http://www.southampton.k12.va.us), Human Resources Department. Printed applications should be sent to Southampton County Public Schools, P.O. Box 96, Courtland, VA 23837.

## **PRINCIPAL - HIGH SCHOOL**

### **GENERAL RESPONSIBILITIES**

The position is responsible for the leadership, administration, and supervision of a high school and its programs.

## ESSENTIAL TASKS

- Develop and maintain an effective educational program consistent with State and Federal guidelines and the philosophy, policies, regulations, and strategic plan of the School Board; maintain records and files; meet and confer with students, parents, faculty, and staff.
- Establish a professional learning culture through a solid foundation of shared mission, vision, values, and goals.
- Develop a collaborative culture for improving student achievement.
- Establish and maintain an effective learning climate in the school.
- Initiate, design, and implement programs to meet the specific needs of the school.
- Direct and monitor the development of the school's instructional program.
- Ensure the development of 21st-century skills with all students.
- Plan, organize, and direct implementation of all school activities.
- Make recommendations concerning the school's administration and instruction.
- Assist with the preparation of the school's budget and monitor expenditures.
- Prepare or supervise the preparation of reports, records, lists, and all other required information and data.
- Coordinate and work with the central administrative staff on school needs, problems, and/or effectiveness.
- Assume responsibility for implementing and observing all School Board policies and regulations by the school's staff and students; interpret and enforce school division's policies and regulations.
- Schedule classes within established guidelines to meet student's needs.
- Assist in the development, revision, and evaluation of the curriculum.
- Supervise the guidance program.
- Monitor all dimensions of the special education program in the school to ensure compliance with federal, state, and local mandates and guidelines.
- Maintain high standards of student conduct and enforce discipline, as necessary, according to School Board policy and students' due process rights.
- Attend special events held to recognize student achievement; attend school-sponsored activities, functions, and athletic events.
- Maintain and control the various local funds generated by student activities.
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Supervise all professional, paraprofessional, administrative and non-professional personnel assigned to the school.
- Develop leadership skills, particularly instructional leadership, of the assistant principals assigned to the school.
- Participate in the selection of all school building personnel.
- Evaluate and counsel all staff members regarding their individual and group performance.
- Supervise the daily use of the school facilities for both academic and non-academic purposes.
- Supervise and evaluate all activities and programs that are outgrowths of the school's curriculum.
- Additional duties/related work as deemed necessary by the division superintendent.

## KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the practices, methods, and techniques used in the leadership, administration, and supervision of a high school; thorough knowledge of the school division's strategic plan, goals, and objectives for student outcomes; thorough knowledge of prescribed school board policies and procedures; skill in oral and written communications; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers and support staff.

## EDUCATION AND EXPERIENCE

- Master's degree in educational leadership or related area.
- Experience as a school administrator - high school principal experience required.
- Hold or be eligible for licensure through the Virginia Department of Education with an endorsement in Administration and Supervision PreK-12.

### An Equal Opportunity Employer

The Southampton County School Board is an equal opportunity employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information, or disability is prohibited. Personnel decisions are based on merit and the ability to perform the job's essential functions, with or without reasonable accommodation (Policy File: GB)

### Board of Education

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