

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: ELEMENTARY SCHOOL PRINCIPAL

Reports To: DIVISION SUPERINTENDENT

Location: NOTTOWAY ELEMENTARY SCHOOL

Primary Function:

To provide leadership for the certificated staff of the school in the development, implementation, and evaluation of a comprehensive educational program, and to administer the program in accordance with school board policies and administrative rules and regulations.

DUTIES AND RESPONSIBILITIES

- To provide an instructional program consistent with the goals and objectives of the school division.
- To provide for the continuing development and implementation of an effective instructional program through classroom supervision and instructional leadership.
- To work with the school staff and community to maintain an atmosphere conducive to learning and appropriate student behavior.
- To utilize available supervisory personnel as needed to insure an effective instructional program.
- To supervise and evaluate the performance of each member of the school staff and establish individual programs for improvement consistent with the division's staff development program.
- To assign students to classes, programs, and activities designed to promote maximum learning.
- To advise the personnel office of staff needs, and to participate in the recruitment, employment, assignment, promotion, transfer, non-renewal, and dismissal of certificated and classified personnel.
- To work with other school and division administrators to provide for horizontal and vertical articulation of the instructional program.
- To foster effective home-school communication by providing opportunities for parents and teachers to discuss student progress and other matters of mutual concern and by encouraging community involvement in school activities.
- To foster effective school-community relations by working with advisory groups and social service agencies, and by facilitating community use of the school as established by division policy.
- To promote good working relationships among staff members.
- To devise and administer a school budget, utilizing all available funds, which is consistent with division instructional and administrative goals; to supervise the maintenance of accurate bookkeeping and accounting of school funds.
- To exercise leadership in the development, implementation, and interpretation of division and school policies and regulations.
- To maintain proper utilization, care and attractiveness of buildings and grounds.

Board of Education

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Florence Reynolds

Boykins District
Dr. Carolyn Modlin

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Drewryville District
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- To be involved in professional enrichment to the extent necessary to keep abreast of developments in elementary school education and in the field of education generally.
- To perform other duties as assigned by the Division Superintendent.

QUALIFICATIONS:

- Virginia Postgraduate Professional License with an endorsement as principal.
- Three years successful, full-time experience as a teacher, supervisor or administrator, two years of which must have been at the elementary level.
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with students, teachers and parents.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations of administrative personnel.

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