



# Poplarville School District

## Poplarville Upper Elementary Principal

**Mission Statement:** *The mission of the Poplarville School District is to serve all students by providing a high-quality education in a safe learning environment.*

<b>Title:</b>	Principal
<b>Qualifications:</b>	A principal shall possess a Master of Science degree from an accredited college or university as a minimum requirement and hold at least a class “AA” certificate which is valid in the state of Mississippi. The certificate should be endorsed in Administration, as a secondary principal, or elementary principal as set forth by the Office of Teacher Certification, Mississippi State Department of Education
<b>Reports to:</b>	Superintendent
<b>Job Goal:</b>	The primary function of the principal is to serve as the educational leader, facilitator, and chief executive of the school; to be responsible for the direction of the instructional program, operation of the school plant, participation in staff and student activities; and exercise leadership in the community.
<b>Essential Functions:</b>	<ol style="list-style-type: none"> <li>1. Selects and assigns certificated and classified staff members in accordance with district regulations, and informs them of their duties.</li> <li>2. Continually evaluate the work of all employees assigned to their school and shall yearly recommend to the superintendent as to their continued employment. The evaluation shall be based on results known by the evaluator and the evaluated.</li> <li>3. Supervises and evaluates the performance of all classified personnel assigned his/her school.</li> <li>4. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.</li> <li>5. Develops and implements an ongoing program of in-service education in cooperation with the central office. The principal shall work systematically with all staff members as individuals, by grades and/or departments, and with the faculty as a whole in providing effective in-service training.</li> <li>6. Directs and assists staff in carrying out an effective instructional program through conferences, meetings, bulletins, in-service workshops, and demonstrations.</li> <li>7. Serves as a district officer in communication between central administration and certificated and classified employees assigned to the school during regular school hours.</li> <li>8. Interprets and applies State and district laws, regulations, policies, and procedures at the school site.</li> <li>9. Continuously helps the faculty develop the library or materials center and encourages them to use it effectively.</li> </ol>

10. Systematically visits classrooms while teaching is in the process and works privately with individual teachers in post-evaluation conferences.
11. Provides leadership to the staff in determining objectives and identifying instructional needs as the basis for developing long- and short-range instructional and curriculum plans for the school.
12. Provides leadership and/or makes plans for the most effective use of curriculum materials, instructional supplies, instructional equipment, building facilities, and school grounds.
13. Develops school plans and organizational procedures for the health, safety, discipline, and conduct of the students.
14. Directs activities necessary to support a program of student counseling and discipline by conferring with parents, guidance personnel, and teachers concerning problems of student adjustment. Assists teachers, as necessary, in maintaining discipline, and supplies student records and recommendations as requested.
15. Maintains high standards of student conduct and enforces discipline as necessary, according to due processes.
16. Establishes guides for proper student conduct and maintaining student discipline.
17. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions, and athletic events.
18. Maintains and controls the various local funds generated by student activities.
19. Assumes responsibility for their own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meeting, through enrollment in advanced courses, and the like.
20. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
21. Approves the master teaching schedule and any special assignments.
22. Orients newly assigned staff members and assists in their development, as appropriate.
23. Supervises the daily use of the school facilities for both academic and non-academic purposes.
24. Plans and supervises fire drills and an emergency preparedness program.
25. Supervises and evaluates the school's extracurricular program.
26. Cooperate with college and university officials regarding teacher training and preparation.
27. Assumes responsibility for all official school correspondence and news releases.
28. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
29. Serves as a member of such committees and attends such meetings as directed by the superintendent.

	<p>30. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.</p> <p>31. Supervises the establishment of duty schedules for the staff.</p> <p>32. Keeps the superintendent informed of the school's activities and problems.</p> <p>33. Be familiar with the regulations of the Mississippi Accrediting Commission and the Southern Association of Colleges and Schools and plan the program so as to maintain accreditation.</p> <p>34. Keep a record which shows the names of textbooks used in each grade.</p> <p>35. Have the authority to use corporal punishment if, in their discretion, it is necessary and is within school board regulations.</p> <p>36. Prepares budget with the assistance of the staff to advise the district administration of school needs.</p> <p>37. Maintains records and submits reports to the central office as required.</p> <p>38. Participates in and completes the approved district Staff Development Program.</p> <p>39. Performs such other tasks and assumes such other responsibilities as the immediate supervisor may from time to time assign.</p>
<b>Additional Responsibilities:</b>	<p>1. Demonstrates a commitment to professional growth.</p> <p>2. Demonstrates effective interpersonal and communication skill</p> <p>3. Maintains appropriate professional appearance.</p> <p>4. Demonstrates regular attendance and punctuality.</p>
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.
<b>Job Specifics for POSITION HERE</b>	
Office/Room Location:	Principal Office
Scope of Work:	To support the Mission and Beliefs of the District when carrying out duties and responsibilities as assigned
Smartphone:	Yes
Payscale:	Twelve-month year. Salary and work year to be established by the Superintendent and approved by the Board of Trustees on an annual basis.
FLSA:	No

### ADA Checklist for POSITION HERE

1. The general physical requirements of this position. (Please mark only one)

A. Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

B. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

C. Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

D. Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

E. Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

## **2. The physical activity of this position. (Please mark all that apply)**

A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

C. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

D. Kneeling. Bending legs at knee to come to a rest on knee or knees.

E. Crouching. Bending the body downward and forward by bending leg and spine.

F. Crawling. Moving about on hands and knees or hands and feet.

G. Reaching. Extending hand(s) and arm(s) in any direction.

H. Standing. Particularly for sustained periods of time.

I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

J. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

K. Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

L. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

M. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

N. Grasping. Applying pressure to an object with the fingers and palm.

O. Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

P. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Q. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

R. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

**3. The visual acuity requirements including color, depth perception, and field vision. (Please mark only one)**

A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

B. The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.

C. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.

D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

**4. The conditions the worker will be subject to in this position. (Please check all that apply)**

A. The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.

B. The worker is subject to outside environmental conditions. No effective protection from the weather.

C. The worker is subject to both environmental conditions. Activities occur inside and outside.

D. The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

E. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

F. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

G. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

H. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

I. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

J. The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

K. The worker is required to function in narrow aisles or passageways.

L. None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

My signature on this document affirms that I have been provided with a copy of this document and that I understand the general physical requirements for this position.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_

(Date)

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*Poplarville Separate School District is an Equal Opportunity Employer. Poplarville Separate School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Poplarville Separate School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.*