

AMITE COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE	HIGH SCHOOL PRINCIPAL
MINIMUM QUALIFICATIONS	MS DEGREE IN ADMINISTRATION
REPORTS TO	SUPERINTENDENT
SALARY	DISTRICT SCALE
WORK YEAR	220 DAYS

**All interested applicants should submit an online application on our district website.
www.amite.k12.ms.us**

Specific Responsibilities:

1. Demonstrates appropriate interpersonal skills.
2. Participates in self-initiated professional development.
3. Will be a positive model for students and staff at all settings.
4. Supervises classified and non-classified personnel.
5. Is the instructional leader of a school plan.
6. Organizes and maintains committees to work for the betterment of the school.
7. Promotes high expectations of students.
8. Demonstrates skill in planning.
9. Delegates as appropriate to carry out organizational goals.
10. Identifies policy needs.
11. Demonstrates personal commitment to establish policy.
12. Demonstrates skill in decision-making.
13. Demonstrates skill in evaluating.
14. Demonstrates skill in solving problems.
15. Demonstrates skill in managing finances.
16. Demonstrates skill in communicating.
17. Promotes enthusiasm through verbal and non-verbal communication.
18. Promotes positive relationships.
19. Respects the opinion of others.
20. Demonstrates ability to manage conflicts.
21. Conveys a vision of the importance of the instructional program.
22. Maximizes human resources to meet the instructional goals.
23. Allocates time to meet the instructional goals.
24. Allocates material resources to meet instructional goals.
25. Implements an instructional data management system.
26. Monitors student achievement and program success.