

## Job Announcement

# Mississippi School for the Blind

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**Position Type:** *District*

**Job Title:** *School Principal*

**Date Posted:** *07/01/2024*

**Location:** *Mississippi School for the Blind/Jackson, MS*

**Date Available:** *Immediately*

**Closing Date:** *Until Filled*

**Reports To:** *Superintendent*

### **PURPOSE:**

To serve as the chief administrator and instructional leader of the school to develop and implement policies, programs, curriculum, and budgets in a manner that ensures a fostering school and community climate that values effective teaching and professional development of each staff member and promotes a high level of academic success for every student.

### **MINIMUM QUALIFICATIONS:**

Administrative Certification as set forth by the Mississippi Department of Education.  
Must have administrative experience.

### **PREFERRED QUALIFICATIONS:**

218 Endorsement – Visually Impaired

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Creates a sensitive and welcoming school culture for diverse populations of staff and students.
- Ensures that students and staff have a safe, clean and comfortable learning environment.
- Sets clear expectations for staff and fairly enforces those expectations.
- Hires and retains high-quality staff members by allowing them to teach in their areas of expertise and by recognizing their contributions.
- Evaluates staff members for the purpose of monitoring performance, providing professional growth and achieving overall objectives of the school's curriculum.
- Fosters an environment that teaches 21<sup>st</sup> century skills to students, such as creativity, problem-solving, and critical thinking
- Analyzes, interprets, and uses data to implement continuous school improvement including student learning.
- Promotes an enthusiastic, positive attitude in the school by tackling challenges within the school's control and searching for creative solutions to those problems.
- Fiercely protects instructional time in policy and practice.
- Participates in, creates time for, and enables staff to collaborate in professional learning communities and improve their pedagogy.
- Ensures that school-wide professional learning meetings and trainings are useful and well organized.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with state/district mandates.
- Keeps abreast of and informs the school staff of legislative and/or educational initiatives at the local, state, and national level
- Informs stakeholders of the rationale for school decisions and seeks to involve them in the school's decision-making process whenever possible.
- Enables staff to voice concerns and/or complaints without fear of negative repercussions and actively seeks solutions to those concerns/complaints.
- Seeks staff input in developing long-term goals for the school.
- Returns calls and emails from school staff and/or other parties in a timely manner.
- Makes efforts to engage all stakeholders by sharing comprehensive information about student learning, school effectiveness, and school improvement using multiple delivery methods and in appropriate degrees of sophistication for all groups.

- Celebrates students' achievements so that they may receive community recognition and encouragement.
- Creates an accessible climate for parents and ensures that parents receive regular communication from school staff and/or administrators.
- Seeks out community support and fosters collaboration to improve school-wide resources.
- Supervises curricular and extracurricular functions on and off campus to ensure student participation is held to high standards and a safe environment is assured.
- Holds staff accountable for the quality of their work, and ensures that personnel issues are properly addressed and documented.
- Completes other related duties as assigned by the Superintendent.
- Adheres to the Mississippi Educator Code of Ethics.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. Employees may perform other tasks and assume such other responsibilities as may be assigned by the supervisor, administrative staff, or superintendent.

**PLEASE SUBMIT RESUME AND THREE REFERENCES TO JACOB BOWMAN AT [HR@MSDBK12.ORG](mailto:HR@MSDBK12.ORG) TO APPLY, OR VISIT [WWW.MSDBK12.ORG](http://WWW.MSDBK12.ORG) FOR MORE INFORMATION.**